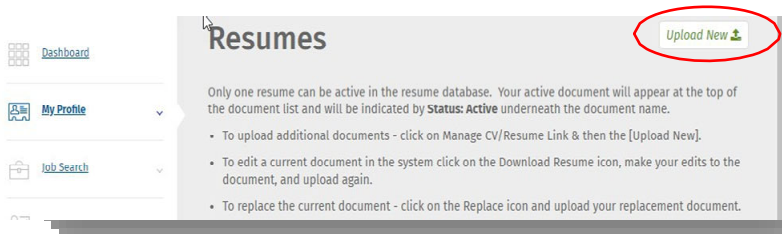


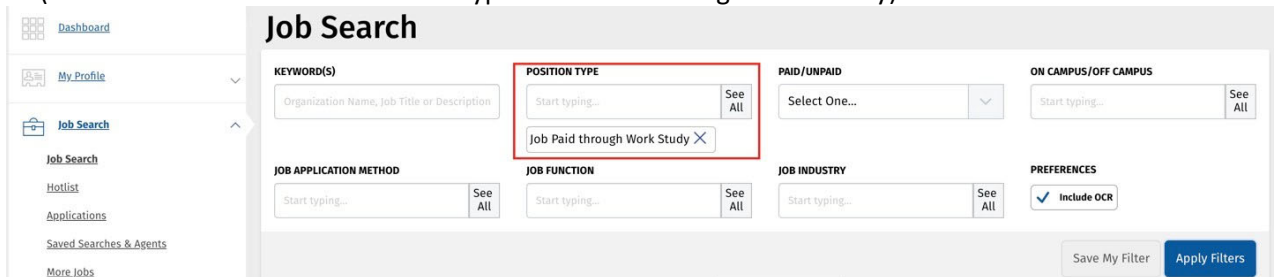
Have a Federal Work Study (FWS) Award Offer?

In order to ensure a smooth process of applying for and reporting your on-campus student worker position please complete the following steps. **Please note that to qualify for a FWS position you must be enrolled in at least six units.** If you have already received a job offer you can go directly to step 5.

1. Create your JAIN profile by logging in at www.miracosta.edu/JAIN using your SURF ID and password.
2. If you do not have a resume, click [HERE](#) in order to access our Career Center resume and cover letter template.
3. Upload your resume onto JAIN, by going to My Profile and then Resumes



4. Search and apply to on-campus FWS positions on JAIN
(Job Search > Job Search > Position Type > Job Paid Through Work Study)



If you are offered the position, Congratulations! You now move on to step 5.

5. To begin the onboarding process, your supervisor will initiate the hiring process by submitting a request to hire on Workday.
6. Report your job on JAIN under your Dashboard Options: [Report Employment](#)
7. If you have not worked on campus in the last year, you may need to complete the entire onboarding process. Please check with the Student Employment Coordinator.

If you have any questions or need assistance with any of these steps please call the Career Center at 760-795-6772 or email us at careers@miracosta.edu.