

# Federal Work Study Orientation Part 2

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Career Center, 9B, Second Floor

# Federal Work Study Orientation Part 2



(909) 274-4510



Student Services Center (Bldg. 9B) Second Floor



Monday - Friday 8:00 am - 4:30 pm



careercenter@mtsac.edu



<https://www.mtsac.edu/careerservices/>

Career Center Website



# Agenda

- NACE - Skills employers are looking for
- Responsibilities
- Expectations
- First Job Tips
- Creating an account on Mountie CareerSource (MCS)
- How to Find Jobs to Apply for
- Stay Connected with the Career Center

Congratulations!



# Skills Employers are Looking for

- Career & Self Development
- Communication
- Critical Thinking
- Equity and Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology



# Responsibilities

- Each job description will have different responsibilities
  - Check in with your Supervisor
- Attend all scheduled mandatory orientations and training sessions
- Responsible for being on time and fully prepared
- Responsible for learning and carrying out accurately all operations and procedures assigned to you
- Responsible for maintaining a positive and collaborative working relationship with all members in your work environment (e.g., school staff, college personnel).

# Expectations

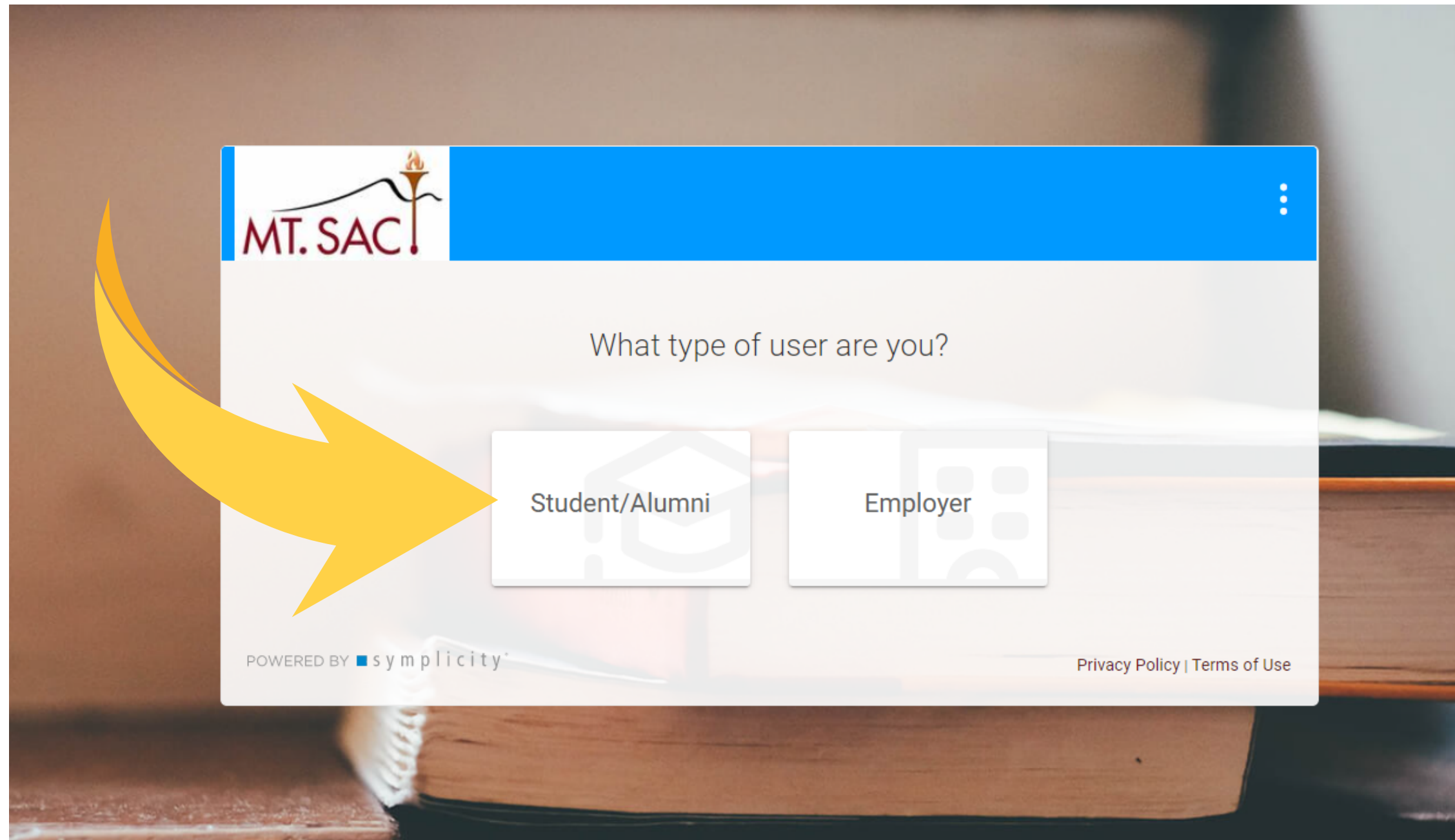
- Must follow uniform guidelines for the role
- Must maintain professional, appropriate behavior and appearance through the duration of the position
- Must contact your supervisor if you cannot show up to your shift for sickness or any other reason
- Must contact your supervisor if you are running late

# First Job Tips

- Be on time
- Introduce yourself and make connections
- Ask questions and get help as needed
- Learn how to input hours in the timesheet before it is due
- Things happen. It is okay to be sick or late. Let your supervisor know!
- Give yourself grace



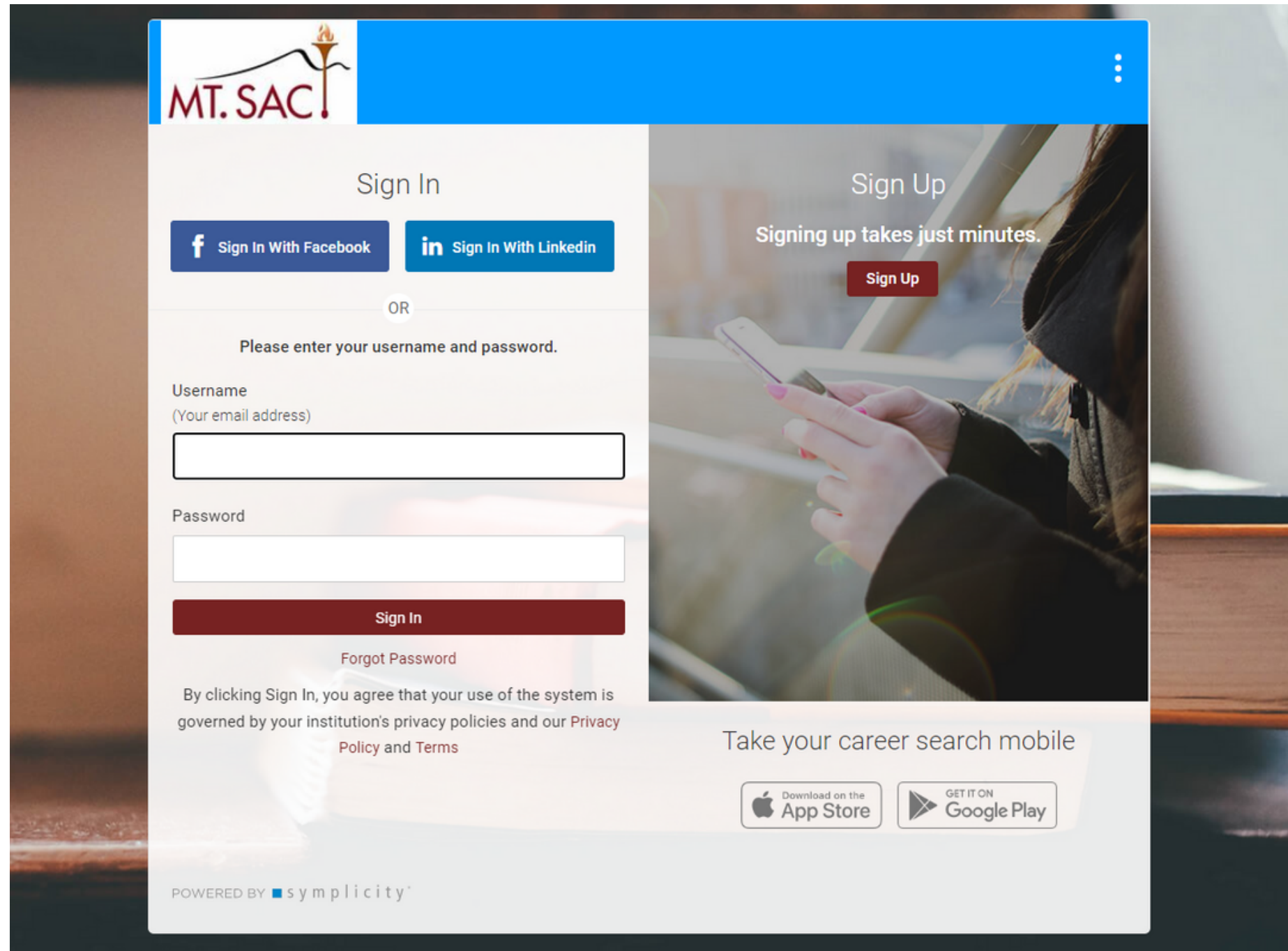
# Mountie CareerSource



1. Click here, scan the QR code or go to: <https://mtsac-csm.symplicity.com/>
2. Click on **Student/Alumni**



# Mountie CareerSource

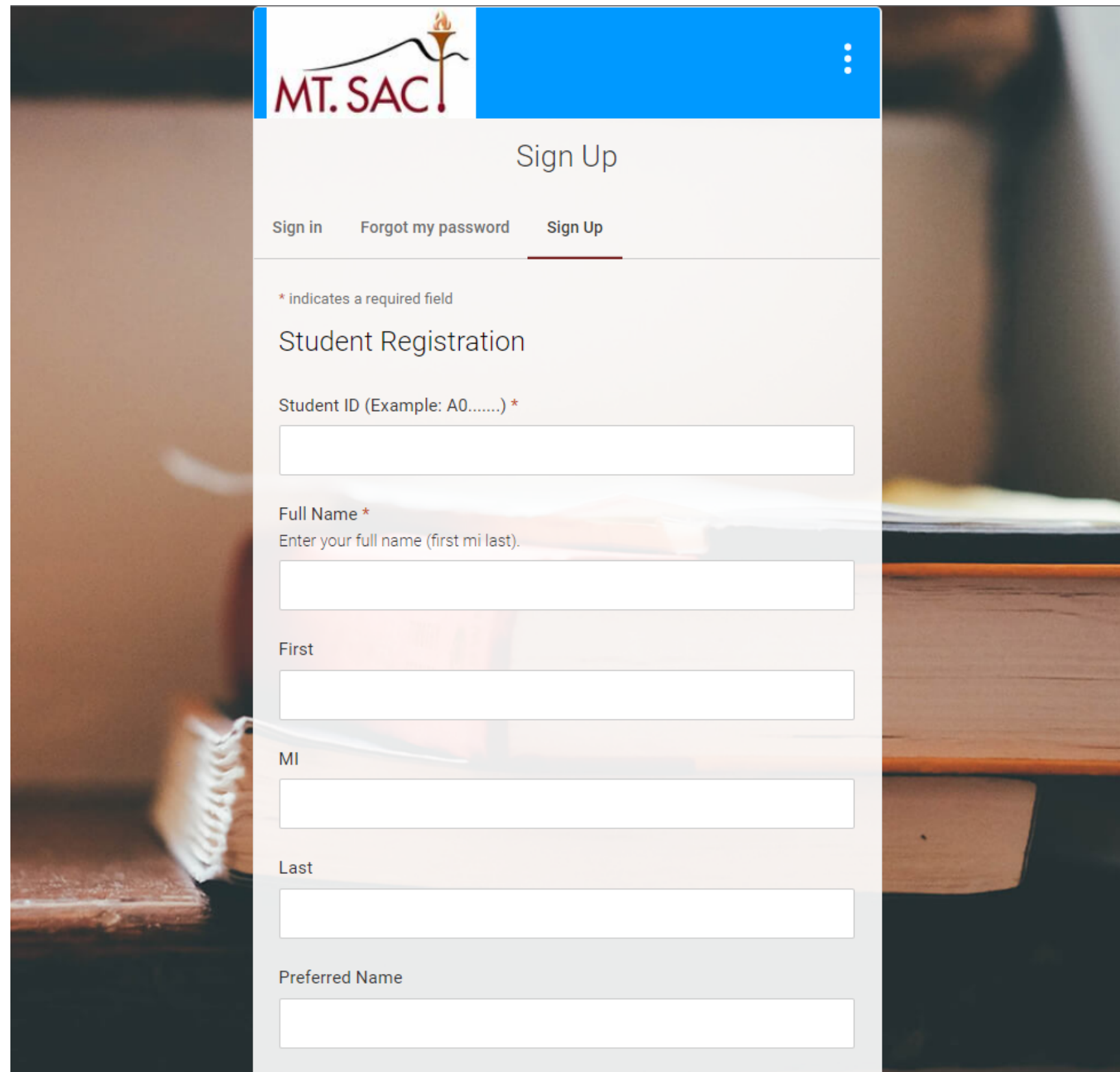


The screenshot shows the Mountie CareerSource login and sign-up interface. At the top left is the MT. SAC logo. The page is split into two main sections: 'Sign In' on the left and 'Sign Up' on the right. The 'Sign In' section includes social login buttons for Facebook and LinkedIn, a text-based login form with fields for 'Username (Your email address)' and 'Password', and a 'Sign In' button. Below the form are links for 'Forgot Password' and a disclaimer: 'By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. The 'Sign Up' section features the text 'Signing up takes just minutes.' and a 'Sign Up' button. At the bottom, there are links to download the mobile app from the App Store and Google Play, and a footer that reads 'POWERED BY ■ simplicity'.

- 1. Click sign in if you already have an account**
- 2. Click Sign up if you have to create an account**



# Mountie CareerSource



The screenshot shows the MT.SAC Sign Up page. At the top left is the MT.SAC logo. The page title is "Sign Up". Below the title are links for "Sign in", "Forgot my password", and "Sign Up". A note states "\* indicates a required field". The form is titled "Student Registration" and includes the following fields:

- Student ID (Example: A0.....) \*
- Full Name \* (with sub-label "Enter your full name (first mi last).")
- First
- MI
- Last
- Preferred Name

**1. Fill out the form**

**SCAN ME**



# Mountie CareerSource

Email \*

Phone \*

Current Address

**Address**  
Please provide as much information as possible

Country

Street

City

State

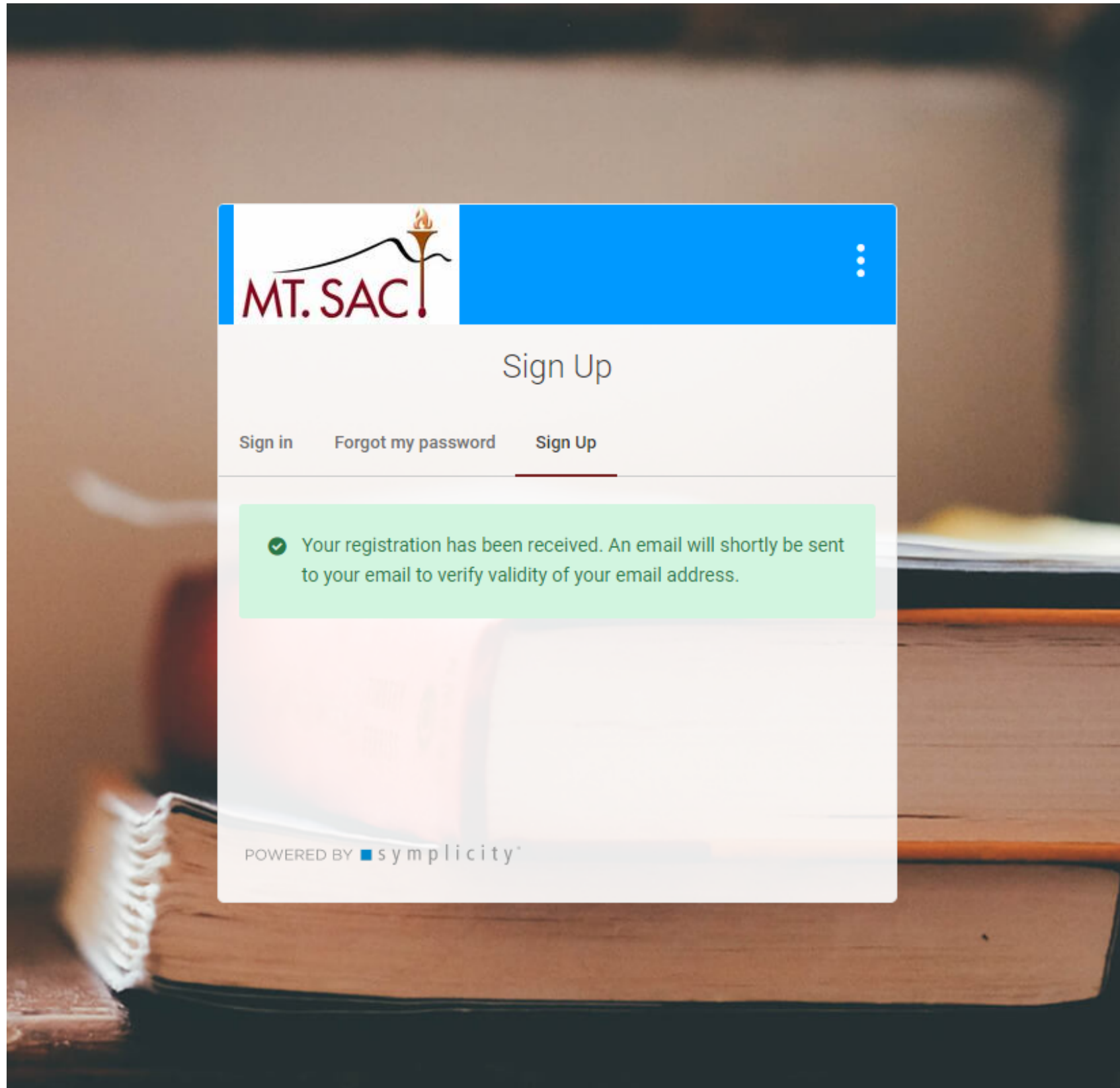
Zip

**1. Fill out the form**





# Mountie CareerSource



**1. Check your email to verify your email address**



# Mountie CareerSource

Mt. SAC Mountie CareerSource Email Verification Inbox x



noreply@symplicity.com

to me

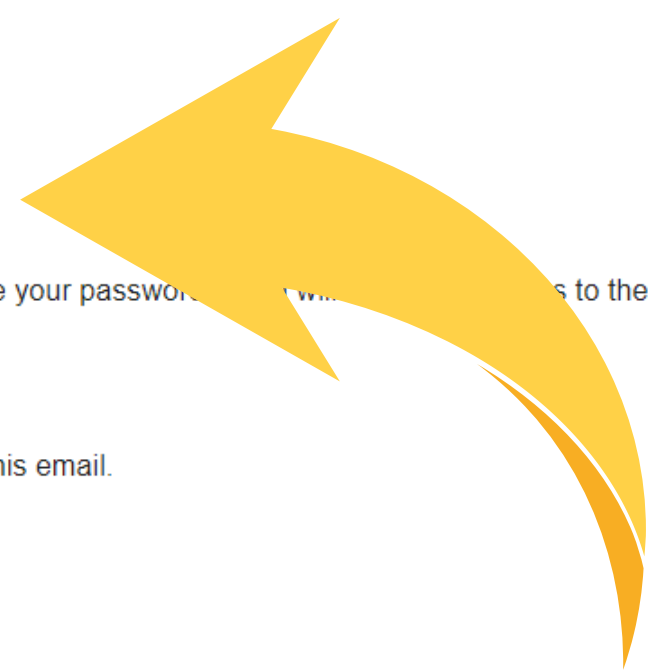
3:02 PM (4 minutes ago)



Someone has requested an account in the Mt. San Antonio College Mountie CareerSource with your email address in CSM (<https://mtsac-csm.symplicity.com/>) . For security purposes, this request cannot be processed without this email address verification step.

Please visit the link below to confirm your email address.

[https://mtsac-csm.symplicity.com/students/conf\\_reg\\_email.php?ck=6df259c8a945a2559f281dec4db8a70b](https://mtsac-csm.symplicity.com/students/conf_reg_email.php?ck=6df259c8a945a2559f281dec4db8a70b)



Once you have clicked on the link to confirm your email address, please wait for another email which will include your password and instructions to the system.

If you did not request an account, please ignore this message.

If you believe this message might be the result of a security breach, please alert us immediately by replying to this email.

Thank you.

Career and Transfer Services  
Mt. San Antonio College  
1100 N. Grand Ave.  
Walnut, CA 91789  
(909)594-5611 x4510

**1. Click the link to confirm your email address**

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# Mountie CareerSource

## Email Confirmed

✔ Your email has been confirmed. Thank you for your interest. Your registration has been received and someone will contact you shortly via email regarding this registration.

POWERED BY  simplicity

[Privacy Policy](#) | [Terms of Use](#)

- 1. Wait for your account to be approved**
- 2. Usually between 1-2 business days**

SCAN ME



# Mountie CareerSource

careercenter@mtsac.edu

to me ▾

Apr 08, 2022, 3:09 PM

Dear Test,

Welcome to Mt. San Antonio College's Mountie CareerSource! Your account has been activated.

Please point your web browser to:

<https://mtsac-csm.symplicity.com/students>

The services you have been approved for are:

Your username and password are as follows:

Username: [careercenter@mtsac.edu](mailto:careercenter@mtsac.edu)

Password: Please set your password using the following URL:

<https://mtsac-csm.symplicity.com/students/index.php?type=password&token=48105c93e09ab11a9ee9d394e0033ad2>

If you should have any questions, please contact us at (909)594-5611 x4510.

Best wishes in accomplishing your career goals!

**1. Once we have confirmed your account, you will receive an email to set your password**

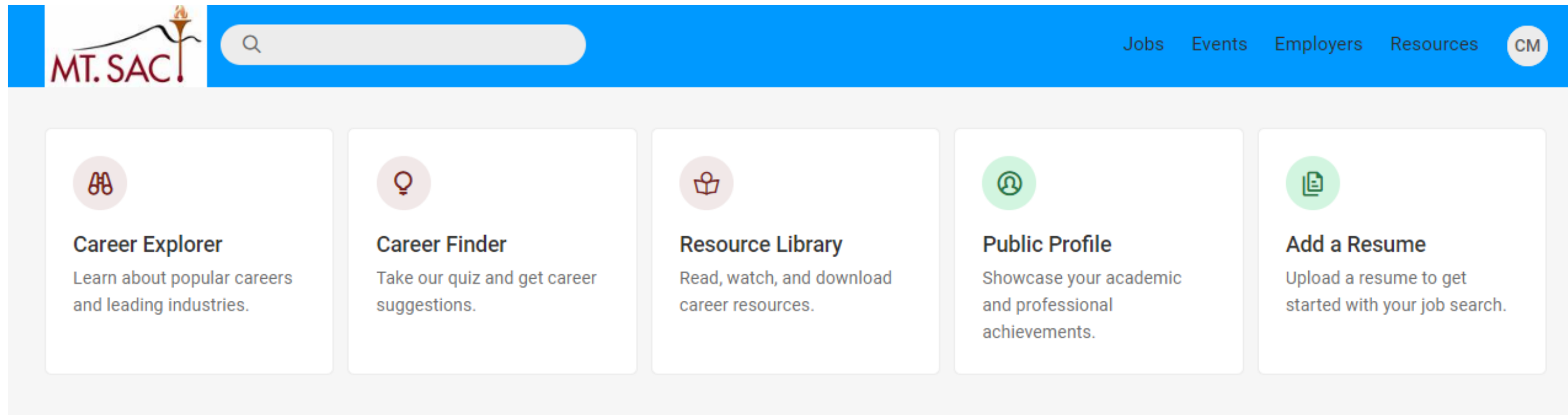
SCAN ME





# Mountie CareerSource

**1. You can now use  
Mountie  
CareerSource!**



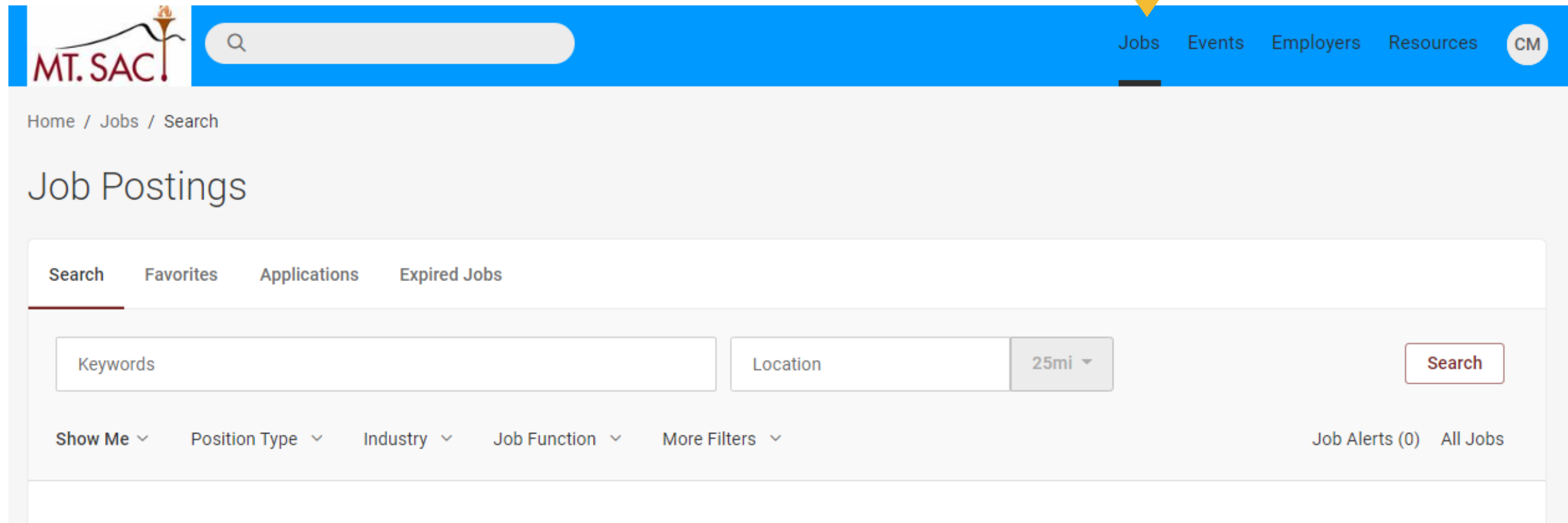
The screenshot shows the top navigation bar of the Mountie CareerSource website. On the left is the MT. SAC logo. To its right is a search bar. Further right are navigation links for Jobs, Events, Employers, Resources, and a user profile icon labeled CM. Below the navigation bar are five main service tiles:

- Career Explorer**: Learn about popular careers and leading industries.
- Career Finder**: Take our quiz and get career suggestions.
- Resource Library**: Read, watch, and download career resources.
- Public Profile**: Showcase your academic and professional achievements.
- Add a Resume**: Upload a resume to get started with your job search.

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# Mountie CareerSource



The screenshot shows the top navigation bar of the Mountie CareerSource website. The navigation menu includes links for Jobs, Events, Employers, Resources, and a CM button. Below the navigation bar, the breadcrumb trail reads "Home / Jobs / Search". The main heading is "Job Postings". There are four tabs: Search, Favorites, Applications, and Expired Jobs. The search filters section includes a "Keywords" input field, a "Location" input field with a "25mi" dropdown, and a "Search" button. Below the search filters, there are several dropdown menus: "Show Me", "Position Type", "Industry", "Job Function", and "More Filters". On the right side of the filters, there are links for "Job Alerts (0)" and "All Jobs".

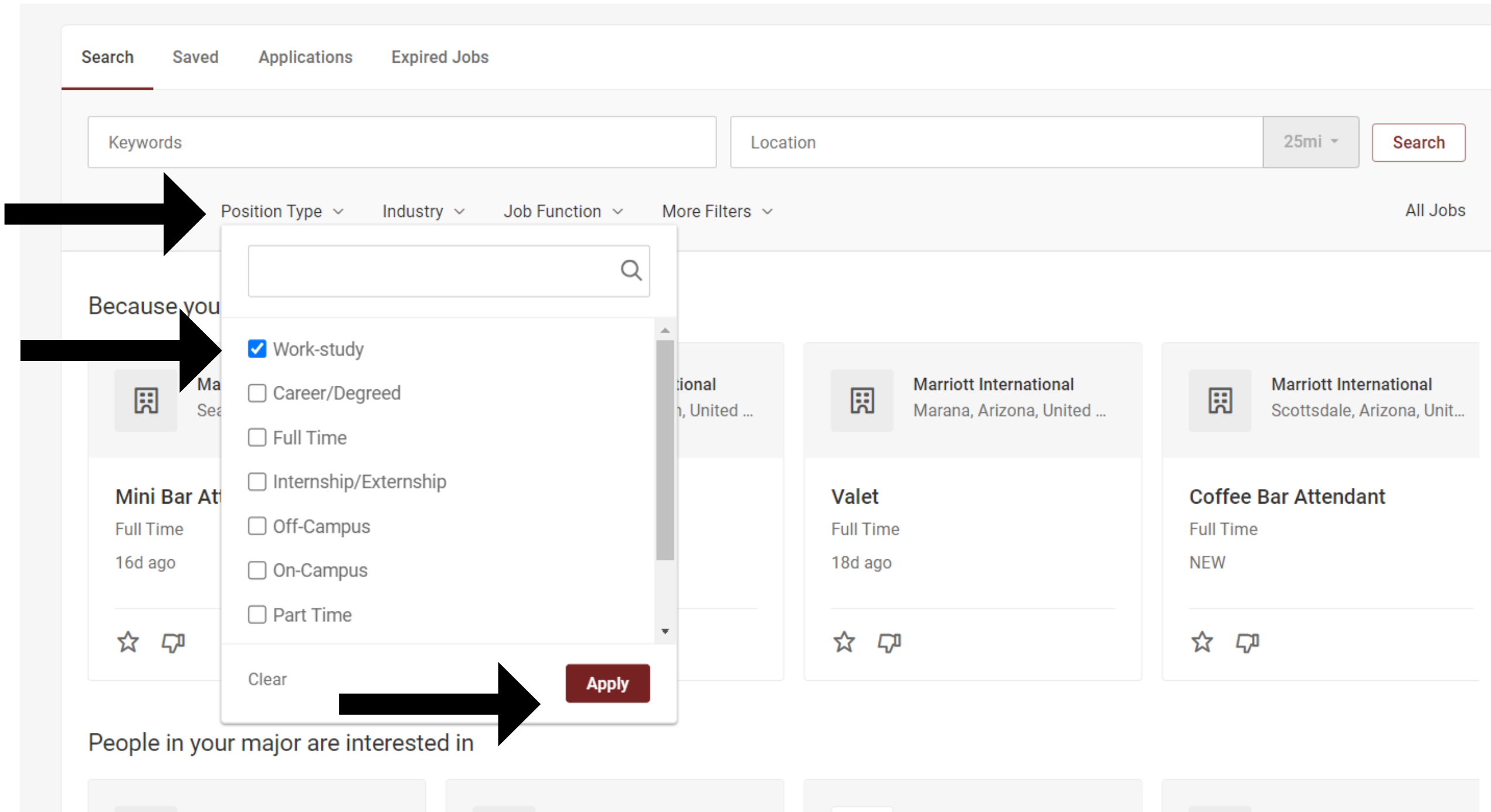
**1. Click on jobs to begin your work-study search**





# Mountie CareerSource

- 
1. Click on Position Type
  2. Check the Work Study Box
  3. Click Apply



Search Saved Applications Expired Jobs

Keywords Location 25mi Search

Position Type Industry Job Function More Filters All Jobs

Because you

Mini Bar Attendant  
Full Time  
16d ago

Work-study   
Career/Degreed   
Full Time   
Internship/Externship   
Off-Campus   
On-Campus   
Part Time

Clear Apply

People in your major are interested in

Marriott International  
Marana, Arizona, United States  
Valet  
Full Time  
18d ago

Marriott International  
Scottsdale, Arizona, United States  
Coffee Bar Attendant  
Full Time  
NEW

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# Mountie CareerSource

- 1. Read the job descriptions, requirements, and qualifications**
- 2. Follow the instructions on the job description to apply!**
- 3. Attach the FWS Employment Application to each job you apply for.**

## Active Job results 1



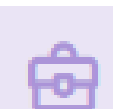
### WS - Student Assistant I

Mt. SAC - Student Life - Mount San Antonio College Walnut, California, United States



### WS - Student Assistant IV

Mt. SAC - Child Development Department - Mount San Antonio College Walnut, California, United States



### WS - Student Assistant I

Mt. SAC - Physics & Engineering - Mount San Antonio College Walnut, California, United States

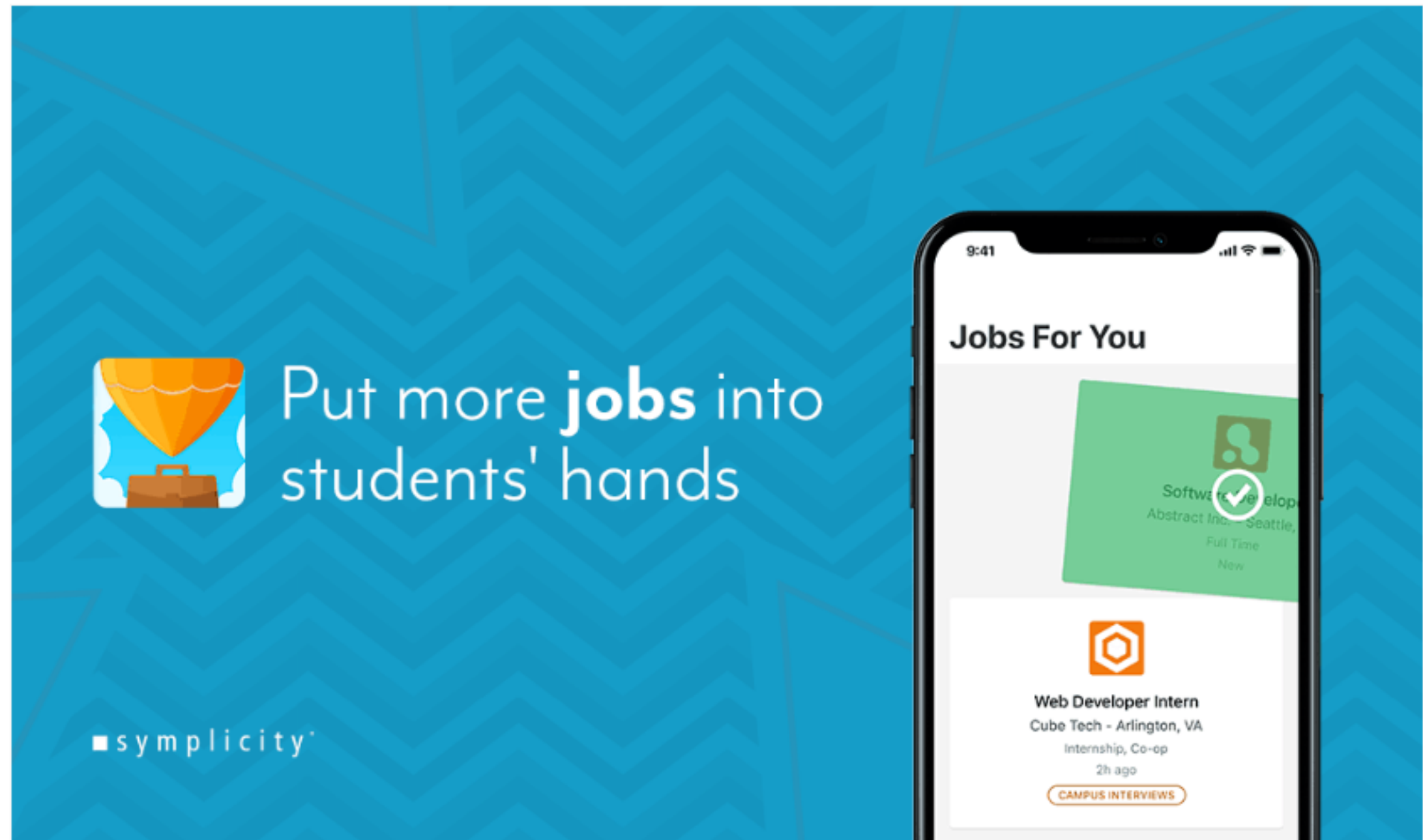
[View more](#)

SCAN ME





Simplicity  
available in your  
app store



**Introducing the New Symplicity App!**

# Career Services

Student Services Center 9B, 2nd Floor | (909) 274-4510 | [careercenter@mtsac.edu](mailto:careercenter@mtsac.edu)



**Resume**



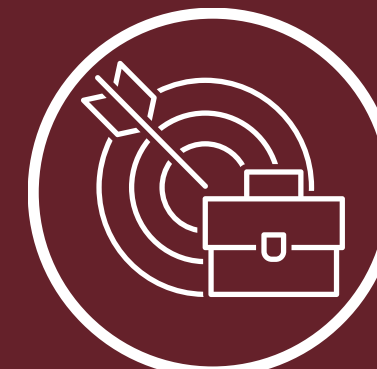
**Cover Letter**



**Job & Internship  
Search**



**Interviewing**



**Career Exploration**



**Networking**



**On-Campus Job Fair**

**Career Fair**



**Mountie  
CareerSource**



**LinkedIn**



**Federal Work-  
Study  
Placement**



**Student Support for  
Employment &  
Educational  
Development  
(SSEED)**



**Questions  
&  
Referrals**

# Career Development Workshops

Thursday, September 1

## Workshop | Career Services Overview & Mountie CareerSource Setup

□ 10:00am - 11:30am PDT

□ Building 9B, First Floor, Assessment Center Room 1...

This workshop will guide you on accessing Career Center services and resources and how to apply for jobs and internships on Mountie CareerSource.

Thursday, September 8

## Workshop | Resume Development

□ 10:00am - 11:30am PDT

□ Building 9B, First Floor, Assessment Center Room 1...

This workshop will guide you on how to build a strong resume that highlights your education, skills, and experience.

Thursday, September 15

## Workshop | Cover Letter Development

□ 10:00am - 11:30am PDT

□ Building 9B, First Floor, Assessment Center Room 1...

This workshop will guide you on how to build a strong cover letter that highlights your skills and experience.

SCAN ME



# CAREER CENTER

## Receive Email Updates!

Want to stay up-to-date on both Career Center workshops and events? Request to be added to our listserv, our email system of keeping Mt. SAC students up-to-date on all the happenings in our department. To sign up, just enter your email below and click submit.

Email Address:

Submit

Cancel



# Follow us



[@mtsac\\_careercenter](https://www.instagram.com/mtsac_careercenter)

# Questions?

## **FINANCIAL AID**

fws@mtsac.edu

(909) 274-4450

9B, Second Floor

## **CAREER CENTER**

careercenter@mtsac.edu

(909) 274-4510

9B, Second Floor

## **PAYROLL**

rtitus@mtsac.edu

(909) 274-4516

4, First Floor

## **CalWORKS FWS**

dperkins8@mtsac.edu

(909) 274-4626

9B, First Floor