



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Student Steps To Getting a FWS Job

1. Visit the Enrollment Center at [Southern and Dobson](#) or Enrollment Services at [Red Mountain](#) to see if you're eligible for FWS. You will be given a FWS eligibility slip if you are.
2. Go to Career Services [Work-Study Jobs](#) webpage to view available FWS jobs online or visit [Career Services](#) in person. They are located in building [36N](#).
3. To apply for the position(s) you want, follow the instructions in the job posting. If you're a continuing FWS student and would like to continue working in the same department, contact your supervisor.
4. Once you've been hired, your supervisor will have you complete employment paperwork with [Human Resources](#) located in building [AD42](#). Be sure to bring with you [acceptable documentation](#) to complete the I-9 documentation and hiring process.
5. Once the hiring process is complete, Human Resources will send you a Job Offer Letter through your student email at my.maricopa.edu. Be sure to contact your immediate supervisor about your start date.