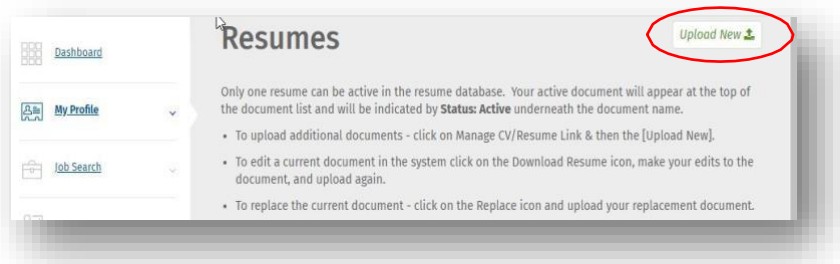




## Have a Federal Work Study (FWS) Award Offer?

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 in order to qualify for a FWS position you must be enrolled in at least six units.** If you have already received an on-campus job offer you can go directly to step 5.

1. Create your JAIN profile by logging in at [www.miracosta.edu/JAIN](http://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. Your supervisor will initiate the hire process by submitting a request on Workday.
6. Report your job on JAIN under your Dashboard Options: [Report Employment](#).
7. Check your email for onboarding instructions via Workday.

If you have any questions or need assistance with any of these steps please call the Career Center at 760-795-6772 or [chat with us online](#).