

www.smc.edu/hiresmc is a free searchable employer data base, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus jobs - Internships - On-campus jobs

To access www.smc.edu/hiresmc:

- Click on “Student” and register.
- Your User ID is your SMC email address. You must include your full SMC email address (including **@student.smc.edu**). You will need to create a password.

To find on-campus jobs:

- Log into your account
- Select “Search – My School’s Jobs”
- In the “view jobs by Job Type” you must select “**student employment**”
- The jobs listed will indicate whether they are available for “**Federal Work Study**” or “**Student Help**” or **both**.

F1* students are eligible for:

- “Student help” jobs.
- To work off campus if they receive approval from their immigration specialist as part of their CPT or OPT.
- To participate in internships after they receive their eligibility letter from their immigration specialist and enroll in an internship course.

*Intensive English Program Students are not eligible for these opportunities.

On-campus job requirements:

Student Help Requirements:

- Students may work 20 hours per week during Fall & Spring semesters and 30 hours for winter & summer semesters.
- Students must be enrolled in 12 units or more at SMC for the fall and spring semesters to be able to work during summer or winter.
- A student can work in the winter or summer, if not enrolled in 12 units in the prior spring or fall, as long as they were previously enrolled in at least 9 units during those semester and will enroll in at least 3 additional units during winter and summer.

Federal Work Study Requirements:

- You may only apply to federal work study jobs if you have been awarded Federal Work-Study funds through financial aid. Review your FAFSA Application and check the appropriate box to see if you qualify for FWS funds.
- Students under FWS can work a maximum of 10 hours per week.
- Students can work during the winter if currently enrolled in 3 units or enrolled in 6 units for fall and/or spring.
- There are no FWS jobs available during the summer semester.

Internships requirements:

Current Santa Monica College students must:

- Have completed 6 units in the prior fall or spring semester at Santa Monica College
- Find an internship. Visit the Career Services Center if you need help finding an internship.
- Attend a mandatory internship orientation session during the enrollment period. The schedule can be found at www.smc.edu/internship.
- Enroll in an internship course for unpaid internships as mandated by CA Education Code. Course enrollment is optional for paid internships.