

6 Steps

to Apply for a job at Mount Wachusett Community College

1. Go Online – You may view MWCC Jobs, the new online employment site, by going to <http://jobs.mwcc.edu>.

2. Create Application – The following applications are available online: General application or full-time Faculty application.

3. Search for Jobs – You may search for all available MWCC job openings via the internet.

4. Apply – You will be able to apply for any job for which you meet the minimum qualifications. You may be asked several questions and will have the ability to upload your resume, cover letter and/or other relevant documents.

5. Manage Jobs – You will be able to check the status of all the jobs you have applied for or you may choose to withdraw your application at your convenience.

6. Log out/Log in – You will be required to log in and use your user name and password each time you log into the system. Make sure to log out every time you leave MWCC's employment site.



- Over 300 full-time faculty and staff
- Located 1 hour from Boston
- 16:1 student/faculty ratio
- Over 40 Major programs of study

Employee benefits include:

- Health insurance, retirement, medical leave, and vacation
- On-site Fitness and Wellness Center
- Employee Assistance Program
- Easy access to public transportation
- Tuition remission waivers

For more information about Mount Wachusett Community College, visit www.mwcc.edu

Mount Wachusett Community College is committed to building a culturally diverse faculty and staff dedicated to teaching and working in a multi-cultural environment. The College strongly encourages applications from women, minorities, and individuals with disabilities.

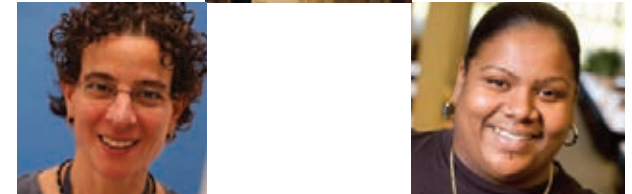
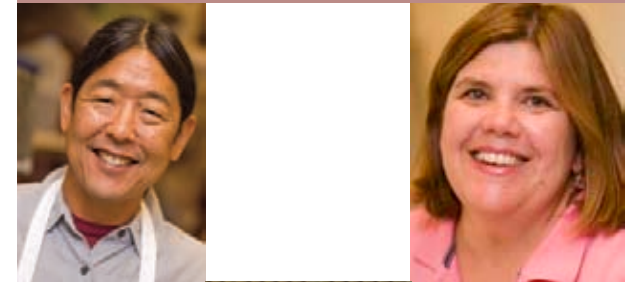
MWCC is an Affirmative Action/Equal Opportunity Employer

Department of Human Resources and Affirmative Action

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COMMITTED TO DIVERSITY



Online Employment Site
<http://jobs.mwcc.edu>

Mount Wachusett
Community College *Jobs*

Mount Wachusett Community College *Jobs*

Advantages of the online employment site:

- **Up-to-date Information** – MWCC's job postings are updated weekly.
- **Accessibility** – MWCC Jobs are accessible to both job seekers and hiring managers from any computer with Internet access.
- **Flexibility** – Job seekers may submit cover letters, resumes, and other relevant documents electronically.
- **MWCC Jobs** – Completely replaces the previous paper-based employment system.



Frequently Asked Questions About

Mount Wachusett Community College *Jobs*

Can I apply directly with the hiring department?

No. MWCC Jobs, our online employment site, is the central intake point for all open positions. Only job seekers who create a profile and submit an online application will be considered for employment.

If I have applied for one position, will my application automatically be applied to similar positions as they become available?

No. MWCC will store your online application, but you must log into the system and apply for each position as it becomes available.

May I use more than one resume?

Yes. You may submit a new resume for each position. The site will hold several versions of your resume and cover letter. These documents can be attached to subsequent jobs which you apply for and may be viewed by entering your username and password.

Where can I view job postings and apply?

You may view all of our job postings and apply at <http://jobs.mwcc.edu>.

What if I do not have access to a computer or I am unfamiliar with the use of a computer?

A computer workstation is available in the Department of Human Resources and Affirmative Action. A staff member will be happy to assist you if necessary; please call (978) 630-9108 to schedule an appointment.

What materials will I need before I apply?

You will be asked to provide personal information such as your name, address, phone number, previous employment, and education, as well as contact information regarding your employment history and references. You may also be asked to provide a resume or curriculum vitae for administrative, librarian, and/or faculty positions. You may submit supporting materials with your application in an electronic format such as MS Word or PDF.

Can I apply now if there is not a position currently available?

You may create a user account and an application at any time, however, you must log into the system and apply for a specific posted position if one becomes available for which you are qualified.

