

MONTGOMERY COLLEGE

Frequently Asked Questions Regarding Support, Associate & Administrative Staff Position Vacancies

1. Where are you located?

The Office of Human Resources is located at 900 Hungerford Drive, Suite 130, Rockville, Maryland 20850. The Office is in the Montgomery College Central Administration Building (Mannakee) on the Rockville Campus right at the corner of Rt. 355 (Hungerford Drive) and Mannakee streets. Directions to the Office of Human Resources may be found at www.montgomerycollege.edu. Use the directions on this site for the Rockville Campus. Central Administration is on the NW corner of the Hungerford and Mannakee intersection.

2. What are your hours?

The Office of Human Resources is open Monday – Friday, 8:30 a.m. to 5:00 p.m. In the event of inclement weather when the College announces it is closed, the administrative offices, including the Office of Human Resources, are also closed.

3. Please explain the difference between the three types of staff vacancies (support, associate and administrative) and Faculty vacancies?

Support Staff vacancies are positions such as Administrative Aide, Building Service Worker, Instructional Assistant and Customer Service Assistant – traditional support positions.

Associate Staff vacancies are professional vacancies, which usually require a degree. These are positions such as Accountants, Purchasing Agents or Librarians.

Administrative Staff vacancies are professional vacancies in leadership roles such as department directors.

Faculty positions provide formal classroom instruction. Non-teaching faculty positions provide service in the area of student counseling.

4. How do I find out about open vacancies at Montgomery College?

If you have access to the World Wide Web you can obtain a list of current vacancies from the following link at our public Employment Opportunities WEB site (<https://jobs.montgomerycollege.edu>).

5. How do I obtain an application for Staff Vacancies?

If you have access to the World Wide Web you can obtain a Staff Application from the following link at our public Employment Opportunities WEB site at <https://jobs.montgomerycollege.edu>.

If you do not have access to a personal computer, the libraries on our campuses (Rockville, Takoma Park/Silver Spring, Germantown), the public library, and the Office of Human Resources have computers available with Internet access.

6. What do I do if the position says it requires 40 words per minute (wpm) typing?

You must be able to type 40 wpm. However, we do not test. We do require that you self-certify that you have this skill by designating "Yes" by the "Typing Skills" statement within the online application.

7. Are there any special things I should know about completing the application?

- It is recommended that you use Internet Explorer (IE) 5.0 or higher as your Internet browser to use our online application system. Netscape 4.75 or higher can also be used, however, you may encounter some problems with using this browser.
- You will need a valid e-mail address to receive acknowledgements and notifications. You can get free e-mail with www.hotmail.com or www.yahoo.com.
- To complete the online application, you must move through all sections of the online application to have a completed and saved application in our database. There are about 18 required fields (noted in red) that must be completed to save your application.
- Only one application is necessary. Then you may apply for as many vacancies as you wish.
- You can attach only one document to your online application. Your attachment/document must be in a single file. For example a cover letter and resume/vitae must be in a single file to upload to your online application.
- You can edit your online application at any time. However, please be aware that any edits you make will override any earlier data that appeared on your online application.

- You can also re-attach a new document to your online application. Again, please be aware that any new attachment overrides the earlier attachment.
- To be considered for a vacancy, you must apply to a specific job announcement. Once you have an online application in the database, you are only a click away from applying for a job announcement.
- You will receive an immediate acknowledgement via e-mail that you have completed and submitted an application into our database and when you apply to a specific job vacancy.
- Most position vacancies require the completion of a brief assessment. Failure to complete an assessment will automatically result in your elimination from consideration for a position.

8. A friend of mine works for the college and says there is a vacancy in their department. Why isn't it on the web-site?

Before a position can be officially announced as open it must come through the proper channels to Human Resources. Applicants cannot apply for vacancies until the Office of Human Resources has opened them for recruitment. Continue to check the web site for the job's availability.

9. How long will it be before I hear anything?

The recruitment process at the College can take anywhere from 6 to 12 weeks. Once the closing date is reached, the applications are then forwarded to the hiring department for review. The Office of Human Resources is unable to inform applicants whether they are likely to be interviewed or how many applications were received. The hiring department will contact candidates directly for interviews.

10. Can you fax me an application? Can I fax my application to you?

No. We do not fax applications or accept applications or resumes faxed to us. You must apply online, as outlined in question #5.

11. Do you handle recruiting for the Germantown Campus or Takoma Park/Silver Spring Campus?

The Office of Human Resources handles recruiting for all three campuses of Montgomery College, all the Central Administrative offices, and the Workforce Development & Continuing Education Program.

12. I am a student at Montgomery College. How can I apply for student employment?

Student employment is handled through the Office of Financial Aid for whichever campus you may attend. Contact the Office of Financial Aid for further assistance, (240) 567-5100. You can also visit the Student Employment Services web-site at <http://www.montgomerycollege.edu/Departments/studemp/> and click on **eJobs** to learn about employment opportunities for students.

13. I am an employer looking for students to hire part-time. How do I post a vacancy notice?

Employers wishing to hire students should contact the Career Center at each campus they wish to advertise a vacancy on: Germantown – (240) 567-1920, Rockville – (240) 567-5057, Takoma Park – (240) 567-1630. Employers you can also post your jobs at **eJobs**, <http://www.montgomerycollege.edu/Departments/studemp/>.