



Office of Student Financial Assistance and Employment



Student Employee Training

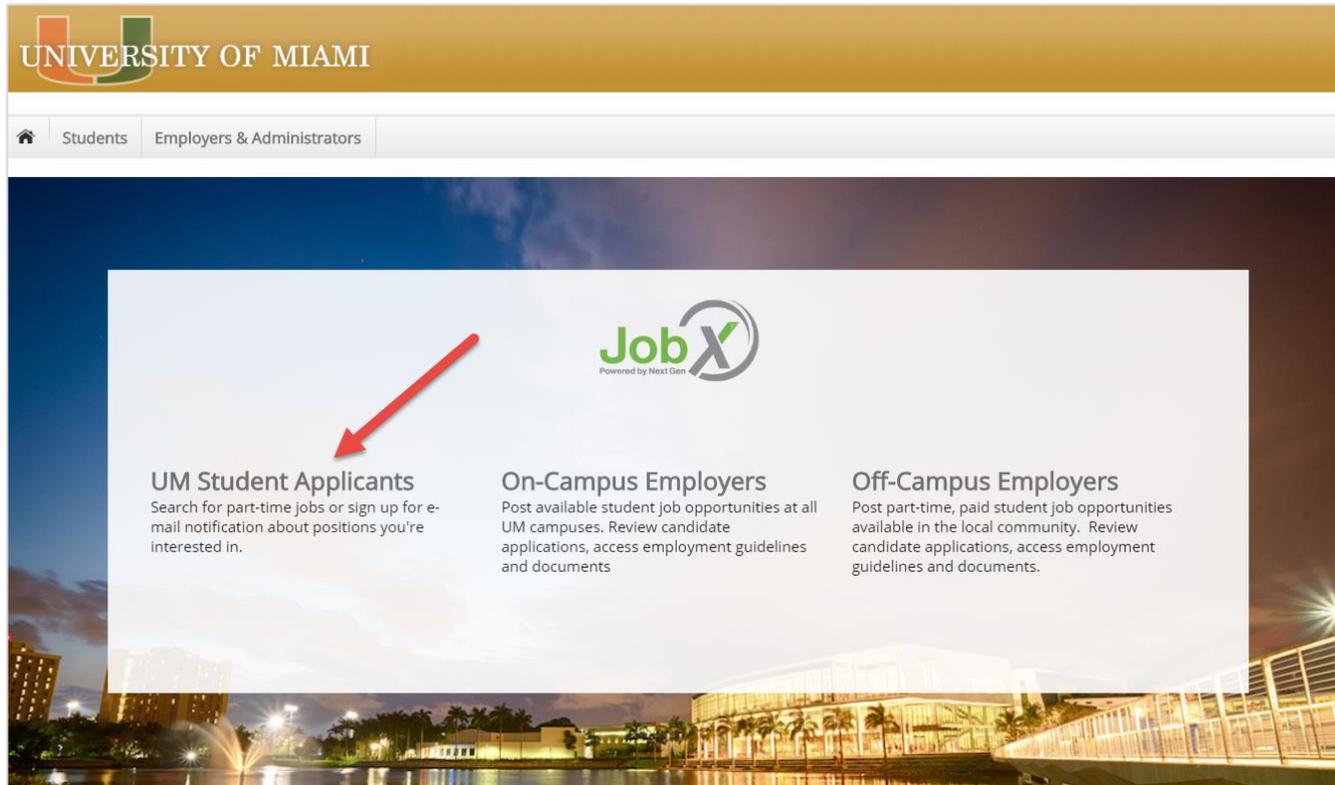


JobX provides you with the opportunity to view and apply for available jobs based on your program eligibility.

Benefits for Students

- Apply for multiple jobs with one online application
- 24-hour availability
- Upload resume capability
- JobMail enables you to be notified immediately about jobs that match your job preferences

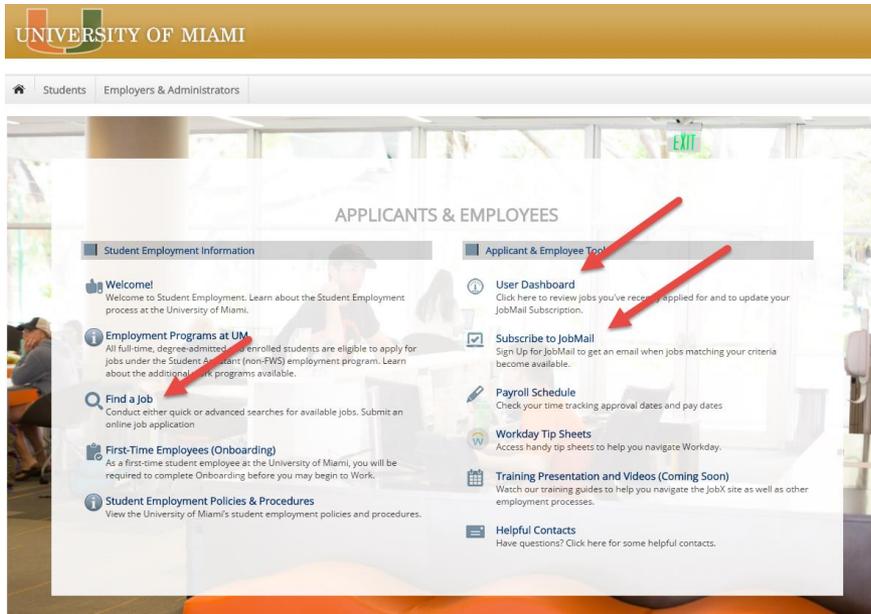
First time visiting UM's site?



Please navigate to the following URL and click the 'UM Student Applicants' link to access the JobX Student home Page.

<https://umiami.studentemployment.ngwebsolutions.com/>

How to Login to JobX



UM Single Sign-On

You have requested access to **UM Single Sign-On** which requires University of Miami authentication.

CaneID

Forgot your CaneID?

Password

Forgot your Password?

Sign in

Your CaneID Account

Change Your Password

Change Your Security Question

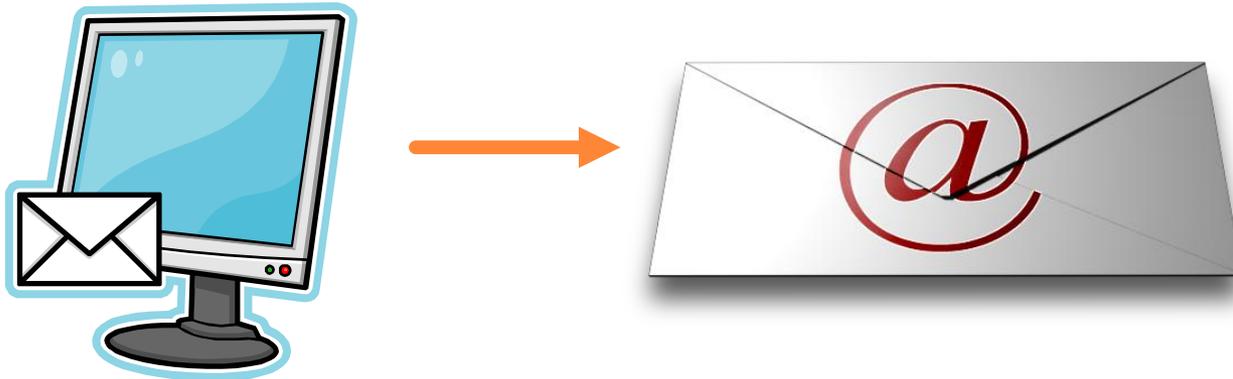
Help Topics

Help with CaneID

- Step 1: Click “Find a Job” to view available jobs
- Step 2: You will be directed to the UM Portal to login to your User Dashboard and/or JobMail if applying to a job. Only UM admitted students can complete a job application or sign up to JobMail.
- Step 3: Login utilizing your UM Cane ID and Password.



How to Complete your JobMail Subscription



What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.



Configure your JobMail Subscription

UNIVERSITY OF MIAMI

Students Help

Useful Links: My Dashboard, Find a job, My JobMail, Contact Us

Welcome, [Name] | [Date]

Current Status: Eligibility, Past Program Eligibility, Applications, JobMail

Account Name	Amount	Balance
Federal Work-Study	\$1,000.00	\$1,000.00

My JobMail Subscriptions

[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Subscription	Options
Federal Work Study ↗	[Add New Subscription]
Subscription1 ↗	[Delete Subscription]
» Employer: 4 selected	[View/Modify]
» Category: 0 selected	[View/Modify]
» Time Frame: 0 selected	[View/Modify]
Student Assistant (Non-Federal Work Study) - Hourly ↗	[Add New Subscription]
Subscription1 ↗	[Delete Subscription]
» Employer: 0 selected	[View/Modify]
» Category: 0 selected	[View/Modify]
» Time Frame: 0 selected	[View/Modify]
Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly ↗	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
ULead/Miami Commitment ↗	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Graduate Assistantship ↗	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Federal Work Study Community Service ↗	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Part Time ↗	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

- The 'My JobMail' function can be found on the Student Home page or on the Students Menu at the top of your JobX screen.
- You can set up different JobMail subscriptions for each Job Type (e.g. Federal Work Study, Student Assistant (Non-Federal Work Study), etc.).

Configure your JobMail Subscription

My JobMail Subscriptions
[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Federal Work Study ↔	[Add New Subscription]
<u>Subscription1</u> ↔	[Delete Subscription]
» Employer 4 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Student Assistant (Non-Federal Work Study) - Hourly ↔	[Add New Subscription]
<u>Subscription1</u> ↔	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
ULead/Miami Commitment ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Graduate Assistantship ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Federal Work Study Community Service ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Part Time ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

- You can customize the name of each subscription by Job Type by simply clicking the 'Subscription 1' link and typing in your desired subscription name.
- To add your various JobMail preferences, click the 'View/Modify' link next to each criteria.
- You may set criteria for Employers (On Campus Departments or Off Campus Companies), Job Categories, and Time Frames (e.g. Summer, Spring, etc.).

Configure your JobMail Subscription

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Students](#) [Help](#)

My JobMail Subscriptions

[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine w

Subscription	Employer	Category	Time Frame	Action
Federal Work Study «?»				
Subscription1				
» Employer	4 selected			
» Category	0 selected			
» Time Frame	0 selected			
Student Assistant (Non-Federal Work Study) - Hourly «?»				
Subscription1				
» Employer	0 selected			
» Category	0 selected			
» Time Frame	0 selected			
Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly «?»				[Add New Subscription]
<i>There are no subscriptions for this job type.</i>				
ULead/Miami Commitment «?»				[Add New Subscription]
<i>There are no subscriptions for this job type.</i>				
Graduate Assistantship «?»				[Add New Subscription]
<i>There are no subscriptions for this job type.</i>				
Off-Campus Federal Work Study Community Service «?»				[Add New Subscription]
<i>There are no subscriptions for this job type.</i>				
Off-Campus Part Time «?»				[Add New Subscription]
<i>There are no subscriptions for this job type.</i>				

Choose Category(s) [\[X\]](#)

Selected Items [\[Remove All\]](#)

None selected

Available Items

- Advising Services [\[add\]](#)
- Athletics [\[add\]](#)
- Clerical [\[add\]](#)
- Creative/Design/Photography [\[add\]](#)
- Customer Service [\[add\]](#)
- Data Entry [\[add\]](#)
- Events planning [\[add\]](#)
- Finance/accounting [\[add\]](#)
- Food Service [\[add\]](#)
- ...

[\[Done\]](#)

Click 'add' next to each item you wish to add to your JobMail subscription.

Configure your JobMail Subscription

Welcome, Roy a rogers | [Logout](#)

[Home](#) [Students](#) [Help](#)

My JobMail Subscriptions

[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine w

Federal Work Study [↗](#)

[Subscription1](#)

- » Employer 4 selected
- » Category 0 selected
- » Time Frame 0 selected

Student Assistant (Non-Federal Work Study) - Hourly [↗](#)

[Subscription1](#)

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly [↗](#)

[Add New Subscription](#)

There are no subscriptions for this job type.

ULead/Miami Commitment [↗](#)

[Add New Subscription](#)

There are no subscriptions for this job type.

Graduate Assistantship [↗](#)

[Add New Subscription](#)

Choose Category(s)

Selected Items [Remove All](#)

- Advising Services [Remove](#)
- Customer Service [Remove](#)

Available Items [Add All](#)

- Athletics [Add](#)
- Clerical [Add](#)
- Creative/Design/Photography [Add](#)
- Data Entry [Add](#)
- Events planning [Add](#)
- Finance/accounting [Add](#)
- Food Service [Add](#)
- Health and Safety [Add](#)
- Marketing/Sales [Add](#)
- [Add](#)

[Done](#)

Your selection(s) will appear in the top under 'Selected Items'.

Configure your JobMail Subscription

The screenshot displays the 'My JobMail Subscriptions' page. At the top, there are navigation links for 'Students' and 'Help', and a user greeting 'welcome, roy a rogers | Logout'. Below the navigation, the page title is 'My JobMail Subscriptions' with a link to 'Edit My Profile'. A brief description states: 'The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine w...'. The main content area lists several job types, each with a 'Subscription1' section and a 'Time Frame' section. The job types are: 'Federal Work Study', 'Student Assistant (Non-Federal Work Study) - Hourly', 'Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly', 'ULead/Miami Commitment', and 'Graduate Assistantship'. A modal window is open over the 'Student Assistant (Non-Federal Work Study) - Hourly' job type. The modal has a title 'Choose Category(s)' and a 'Remove All' button. It is divided into two sections: 'Selected Items' and 'Available Items'. The 'Selected Items' section lists 'Advising Services' and 'Customer Service', each with a 'remove' button. The 'Available Items' section lists various categories like 'Athletics', 'Clerical', 'Creative/Design/Photography', 'Data Entry', 'Events planning', 'Finance/accounting', 'Food Service', 'Health and Safety', and 'Marketing/Sales', each with an 'add' button. A 'Done' button is located at the bottom of the modal, and a red arrow points to it. To the right of the modal, there are 'Add New Subscription' buttons for each job type.

- When you're finished adding search criteria, click 'Done'.
- Repeat this step for each Job Type and Criterion (Employer, Category, and Time Frame).

Configure your JobMail Subscription

UNIVERSITY OF MIAMI

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Students](#) [Help](#)

My JobMail Subscriptions

[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect.

Federal Work Study e7a	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer 4 selected	[View/Modify]
» Category 2 selected <i>modified</i>	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Student Assistant (Non-Federal Work Study) - Hourly e7a	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly e7a	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
ULead/Miami Commitment e7a	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Graduate Assistantship e7a	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Federal Work Study Community Service e7a	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Part Time e7a	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

Changes must be saved to take effect.

Click one of the 'Save Subscription(s)' buttons to save your subscription.



How to search for a job



Quick Search: A search containing pre-defined criteria

The screenshot displays the University of Miami JobX system interface. At the top, the University of Miami logo and name are visible. Below the header, there is a navigation menu with options like 'Students' and 'Help'. A dropdown menu is open under 'Students', showing options: 'My Dashboard', 'Find a Job', 'My JobMail', and 'Contact Us'. Red arrows point to 'Find a Job' and 'Advanced Search'. Below the navigation menu, there are two buttons: 'Quick Search' and 'Advanced Search'. A section titled 'Select a quick search.' lists various pre-defined search criteria, including '25 Most Recently Posted Jobs', 'Jobs by department', 'Most Hours per Week', 'Fewest Hours per Week', 'ULead / Miami Commitment jobs', 'Federal Work Study jobs', 'Student Assistant (Non-Federal Work Study) - Hourly jobs', 'Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly jobs', 'Graduate Assistantship jobs', 'Off-Campus Federal Work Study Community Service jobs', and 'Off-Campus Part Time jobs'. A red arrow points to '25 Most Recently Posted Jobs'.

- Click the 'Find a Job' function from the Student Home Page or Student menu at the top of the JobX screen
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, click 'Advanced Search' to define your own criteria.

Advanced Search: Define your own job criteria

The screenshot shows the University of Miami job search website. At the top, there is a navigation bar with 'Students' and 'Help' links, and a user greeting 'Welcome, Roy a Rogers1' with a 'Logout' link. Below this is a 'Find A Job' section. It features an 'Instructions' box with a link to 'Run a New Search'. There are two search buttons: 'Quick Search' and 'Advanced Search'. The 'Advanced Search' section is expanded, showing a list of job categories with radio buttons: Federal Work Study, Student Assistant (Non-Federal Work Study) - Hourly, Student Assistant (Non-Federal Work Study) - Stipend BI-Weekly, ULead/Miami Commitment, Graduate Assistantship, Off-Campus Federal Work Study Community Service, and Off-Campus Part Time. Below this is a 'Narrow your search with the keyword search option below' section with a list of fields: Job Requirements, Job Description, Job Title, Employer Name, Job Category Name, and Job ID. There is a 'Keywords:' input field. At the bottom, there are expand/collapse icons for 'Categories', 'Employers', 'Time Frames', 'Wage', and 'Hours per Week', and a 'Search!' button.

- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ▶ Keyword(s)
 - ▶ Job Type Population (Federal Work Study, Student Assistant (Non-Federal Work Study), etc.)
 - ▶ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week



How to apply for a job



UM Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more UM Disclaimer statements.
- A UM Disclaimer statement will be presented for each Job Type (e.g. Federal Work Study, Student Assistant Non-Federal Work Study, etc.) you selected.
- After you've successfully reviewed the applicable UM Disclaimer Statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

The screenshot displays the University of Miami's job application interface. At the top, the University of Miami logo and name are visible, along with a navigation bar containing 'Students' and 'Help'. Below this is a 'Find A Job' section with an 'Instructions' box containing three numbered steps: 1. Select jobs to apply for, 2. Apply for selected jobs, and 3. View job details. Below the instructions is a 'Run a New Search' button. The main content area shows four disclaimer statements, each with an 'I agree' button:

- Disclaimer: Off-Campus Federal Work Study Community Service:** The University of Miami Office of Financial Assistance and Employment (OSFAE) acts only as a referral service and makes no particular recommendations regarding employees. We make no representations or guarantees about positions listed by the office. The OSFAE is not responsible for safety, wages, working conditions or other aspects of Off-Campus employment. Due to the volume of jobs received by this office, we're unable to research the integrity of each organization or person that lists a job with us. Therefore, you are expected to undertake the responsibility yourself. If you have any concerns or suspicions regarding the legitimacy of a job posting, please contact the Office of Student Financial Assistance and Employment immediately.
- Disclaimer: Student Assistant (Non-Federal Work Study)- Hourly:** I acknowledge I have read the UM Student Employment Practices and Procedures available online at www.miami.edu/OSFAE and understand UM student-employee responsibilities. **Confidentiality:** All University employees, including students, must abide by the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions for state and federal law. Employees are authorized to access only the student record information that is necessary to perform their job functions. Employees are not allowed to look at and/or communicate to others student record information other than what is necessary to perform their job functions. Breach of this law will result in University disciplinary actions. Please refer to the Code of Conduct in the [Student Life Handbook](#) for details or contact the [Office of HIPAA Privacy & Security](#) for more detailed information.
- Disclaimer: Federal Work Study:** I acknowledge I have read the UM Student Employment Practices and Procedures available online at www.miami.edu/OSFAE and understand UM student-employee responsibilities. **Confidentiality:** All University employees, including students, must abide by the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions for state and federal law. Employees are authorized to access only the student record information that is necessary to perform their job functions. Employees are not allowed to look at and/or communicate to others student record information other than what is necessary to perform their job functions. Breach of this law will result in University disciplinary actions. Please refer to the Code of Conduct in the [Student Life Handbook](#) for details or contact the [Office of HIPAA Privacy & Security](#) for more detailed information.
- Disclaimer: ULead/Miami Commitment:** I acknowledge I have read the UM Student Employment Practices and Procedures available online at www.miami.edu/OSFAE and understand UM student-employee responsibilities. **Confidentiality:** All University employees, including students, must abide by the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions for state and federal law. Employees are authorized to access only the student record information that is necessary to perform their job functions. Employees are not allowed to look at and/or communicate to others student record information other than what is necessary to perform their job functions. Breach of this law will result in University disciplinary actions. Please refer to the Code of Conduct in the [Student Life Handbook](#) for details or contact the [Office of HIPAA Privacy & Security](#) for more detailed information.
- Disclaimer: Graduate Assistantship:** I acknowledge I have reviewed the UM Graduate School policies and procedures regarding Graduate Assistantships as well as policies and regulations guiding student-employees at the University of Miami as outlined in the Office of Financial Assistance and Employment website. **Confidentiality:** All University employees, including students, must abide by the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions for state and federal law. Employees are authorized to access only the student record information that is necessary to perform their job functions. Employees are not allowed to look at and/or communicate to others student record information other than what is necessary to perform their job functions. Breach of this law will result in University disciplinary actions. Please refer to the Code of Conduct in the [Student Life Handbook](#) for details or contact the [Office of HIPAA Privacy & Security](#) for more detailed information.

Apply for one or more jobs with one single application!

- Click the 'Job Title' link to review the job details.
- To apply for one job you can click the 'Apply' button within the job details page.
- To apply for multiple jobs with one single application, click the check box next to each job you wish to apply.
- Lastly, click the 'Apply for Selected Jobs' button to access the application.

The screenshot displays the University of Miami job application portal. At the top, the University of Miami logo and name are visible. Below the navigation bar, there is a 'Find A Job' section with instructions for applying. A red arrow points to the 'Apply for selected jobs' button. Below this, a table lists 25 most recently posted jobs. The table has columns for Job Title, Wage, Openings, Hours, Employer, Listed date, and Category. The first three jobs have their checkboxes selected, and a red arrow points to the 'Apply for selected jobs' button. The jobs listed are:

Job Title	Wage	Openings	Hours	Employer	Listed	Category
Test:GV 3/2/17	\$10.01/hr to \$12.00/hr	2	20 / week	The Grisel Queen Company	03/02/2017	Marketing/Sales
Student Assistant	\$12.50/hr to \$15.50/hr	2	15 to 19 hours / week	SBA - Health Sector Management and Policy	02/15/2017	Research (Non-Laboratory)
Test:SA Research Student Assistant	\$12.51/hr to \$15.50/hr	2	10 to 14 hours / week	SBA - Health Sector Management and Policy	02/10/2017	Clerical
Test:SA Wynwood Shuttle Monitor	\$9.51/hr to \$10.50/hr	2	7 to 10 hours / week	Student Affairs - Dean of Students Admin	02/10/2017	Clerical
Test:FMS Wynwood Shuttle Monitor	\$9.01/hr to \$10.00/hr	2	7 to 10 hours / week	Student Affairs - Dean of Students Admin	02/02/2017	Clerical

UM Employment Eligibility Validation

- When applying for one or more jobs, an application validation program will systematically check your records to ensure you've passed all the UM Employment Requirements.
- If you DON'T meet one or more of the UM Employment Requirements, an error message will provide details on why the requirements were not met. Unfortunately, you will not be permitted to apply for the applicable jobs listed in the message. If you don't agree with the rejection reasons, please refer to the contact information provided in the error message.
- If you DO meet the necessary employment requirements for one or more jobs, you will be permitted to apply for the job by simply clicking the 'Apply' button.

UNIVERSITY OF MIAMI

Welcome, Malachi e Rogers5 | [Logout](#)

Students Help

Application Validation

Welcome, Malachi e Rogers5 :: Tuesday, March 14, 2017

Based on your application selections, your school has eligibility requirements based on the following:

Unfortunately, you are currently not eligible to apply for the following job(s):

Off-Campus Federal Work Study Community Service

- Test: GV. 3/2/17

Error Reason(s):
We apologize for this inconvenience, however, you are currently not eligible to apply for this job due to the following reason(s):

- Not Awarded FWS

If you feel you should be eligible to apply for this job, Please Contact the Office of Student Financial Assistance and Employment at 305.284.6000 Option 6.

Application Validation passed for the following jobs. Please click the apply button to proceed forward with the application process.

Student Assistant (Non-Federal Work Study) - Hourly: Validation Passed for these Jobs:

- Test: SA Research Student Assistant
- Test: SA Wynwood Shuttle Monitor

Apply

JobX Application

- Please fill out the questions on the application. Any fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open',
- Lastly, to submit your application, please click the "Submit" button.

UNIVERSITY OF MIAMI

Welcome, Roy a Rogers1 | Logout

Students Help

Apply To Job

Instructions
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.
Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following job:

- Test - GV, 3/2/17 - The Grisel Queen Company
- Test-SA Research Student Assistant - SBA - Health Sector Management And Policy
- Test - Clerk - School Of Architecture - Facilities

General

First name: Roy *

Middle name: a *

Last name: Rogers1 *

Email: royrogers1@ngwebsolutions.com * (re-enter to confirm)

UM ID: 111111111 *

Empl ID: 11111 *

Phone: *

Class Level: Please select *

Major / Area of Study: *

Enter skills / experience / abilities: *

Computer Applications

- Access
- C/C++ Language
- Endnote
- Fireworks
- Java
- PowerPoint
- Raiser's Edge
- Other
- Arriba
- Nec
- Excel
- HTML/CSS
- OnBase
- Publisher
- SQL
- Bibliographic Database
- Dreamweaver
- Filemaker Pro
- Illustrator
- Photoshop
- Quicken
- Word

If you answered Other in the prior question, please list any other computer skills you possess.

Please specify your level of experience (e.g. Beginner, Intermediate, Advanced) for each computer application selected in the last question. For example: PowerPoint - Intermediate, HTML - Beginner

Other information you'd like to add to your application for the Hiring Manager to review.

Certifications

Do you have reliable transportation or are you willing to use public transportation? Please select *

Resume: Choose File | No file chosen

Have you produced honey before? *

Available Times To Work

Please provide hours available to work for each day listed below.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Submit



What is the JobX 'My Dashboard' Feature?

- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' data includes:
 - Current / Future / Past Award Eligibility Data
 - Applications (Status, View, Print, Withdraw)
 - JobMail Subscriptions



What is the 'My Dashboard' Feature?

The top screenshot shows the University of Miami student portal header with the 'Students' menu open. A red arrow points to the 'My Dashboard' option. Below the menu is a table with the following data:

Account Name	Amount
Federal Work-Study	\$1,000.00

The bottom screenshot shows the 'User Dashboard' with a navigation bar containing tabs for 'Current Program Eligibility', 'Future Program Eligibility', 'Past Program Eligibility', 'Applications', and 'JobMail'. Red arrows point to each of these tabs. Below the tabs is an 'Awards' table with the following data:

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Academic Year 2016 (08/01/2016 - 05/01/2017)

- To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Student menu.
- To access the current/upcoming/old award eligibility, applications, and your JobMail subscription, simply click the respective tab you wish to view.

What is the 'My Dashboard' Feature?

UNIVERSITY OF MIAMI

Welcome, Roy a Rogers1 | [Logout](#)

Students Help

User Dashboard

Welcome, Roy a Rogers1 | Tuesday, March 14, 2017

Current Program Eligibility Future Program Eligibility Past Program Eligibility Applications JobMail

Awards

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Academic Year 2016 (08/01/2016 - 05/01/2017)

- Current/Future/Past award eligibility can be accessed.

Applications

UNIVERSITY OF MIAMI

Welcome, Roy a Rogers1 | [Logout](#)

Students Help

User Dashboard

Welcome, Roy a Rogers1 :: Tuesday, March 14, 2017

Current Program Eligibility Future Program Eligibility Past Program Eligibility Applications JobMail

Application Information [+/-] Number of Days to return: 1 Year

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4366	Test-SA Research Student Assistant	SBA - Health Sector Management and Policy	Submitted	3/14/2017	2			
4336	Test On-Campus FWS Job-12/15/16	Student Employment Office	Submitted	12/21/2016	1			

- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Applicant's have two options when withdrawing their application.
 - ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR
 - ▶ Withdraw an application without emailing the supervisor.

Congratulations, You're Finished!



What are the next steps?

Next Steps....

- If you are selected to interview for the job, the employer will contact you to set up an interview.
- If you have not heard back from the employer within a reasonable amount of time (5 to 7 days), you may contact the employer directly to follow-up.
- If you are the selected candidate, your employer will complete the hiring process. On-campus employers will process your hiring in Workday. If you are hired off-campus, please follow the company's hiring process.

Questions?



Please contact Office of Student Financial Assistance and Employment:
Student Employment Email: ose@miami.edu
305-284-6000, option 6
Whitten University Center, Suite 2275
Coral Gables, FL 33146