



Student Training



=Total Solution

JobX assists University of Miami the job posting, application, and reporting process for student employees, supervisors, and administrators.

JobX Benefits for Students



Apply for multiple jobs
with one application



JobMail notifications on
potential jobs matches



Job searches based
on skills



Automated notices
throughout the job
search process



Web accessibility



24-hour service

School Specific Customization



JobX has University of Miami's look and feel



JobX has University of Miami departments and off campus employers



JobX has University of Miami customer fields



JobX has been configured to support University of Miami specific processes

Training Agenda



Login to JobX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



Login JobX

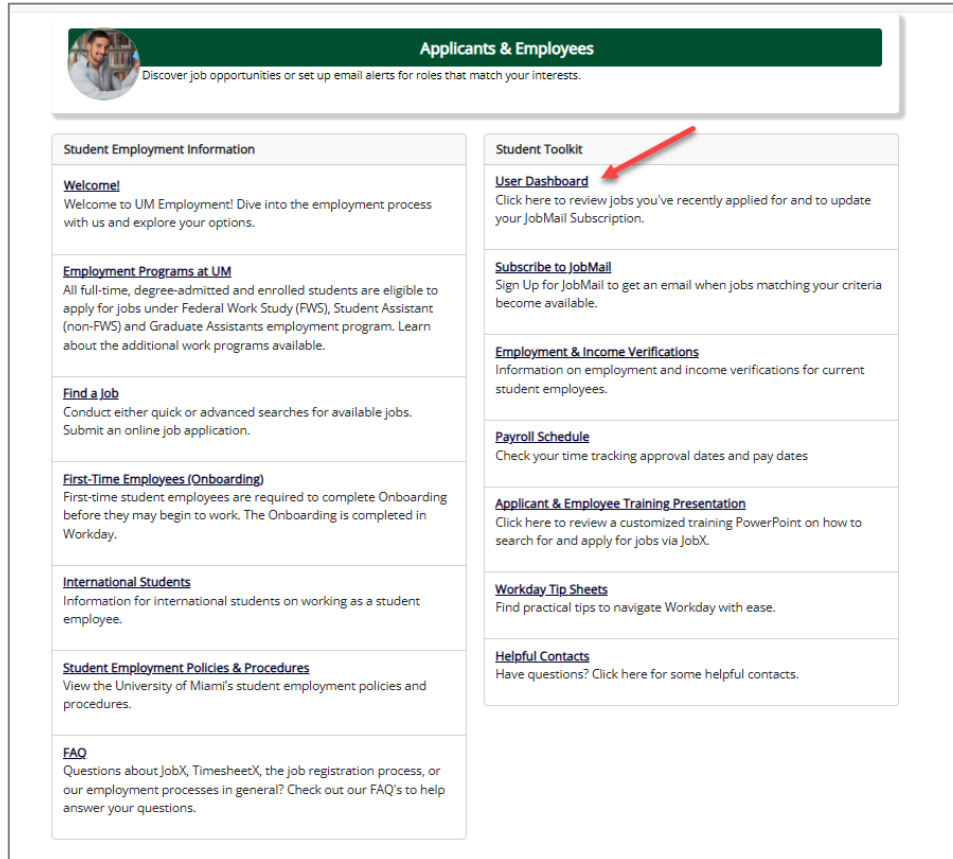
Login to JobX

Click on the 'UM Student Applicants' link to access the area of your choice.

JobX Site:

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

How to Login to JobX



Applicants & Employees
Discover job opportunities or set up email alerts for roles that match your interests.

Student Employment Information

Welcome!
Welcome to UM Employment! Dive into the employment process with us and explore your options.

Employment Programs at UM
All full-time, degree-admitted and enrolled students are eligible to apply for jobs under Federal Work Study (FWS), Student Assistant (non-FWS) and Graduate Assistants employment program. Learn about the additional work programs available.

Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

First-Time Employees (Onboarding)
First-time student employees are required to complete Onboarding before they may begin to work. The Onboarding is completed in Workday.

International Students
Information for international students on working as a student employee.

Student Employment Policies & Procedures
View the University of Miami's student employment policies and procedures.

FAQ
Questions about JobX, TimesheetX, the job registration process, or our employment processes in general? Check out our FAQ's to help answer your questions.

Student Toolkit

User Dashboard
Click here to review jobs you've recently applied for and to update your JobMail Subscription.

Subscribe to JobMail
Sign Up for JobMail to get an email when jobs matching your criteria become available.

Employment & Income Verifications
Information on employment and income verifications for current student employees.

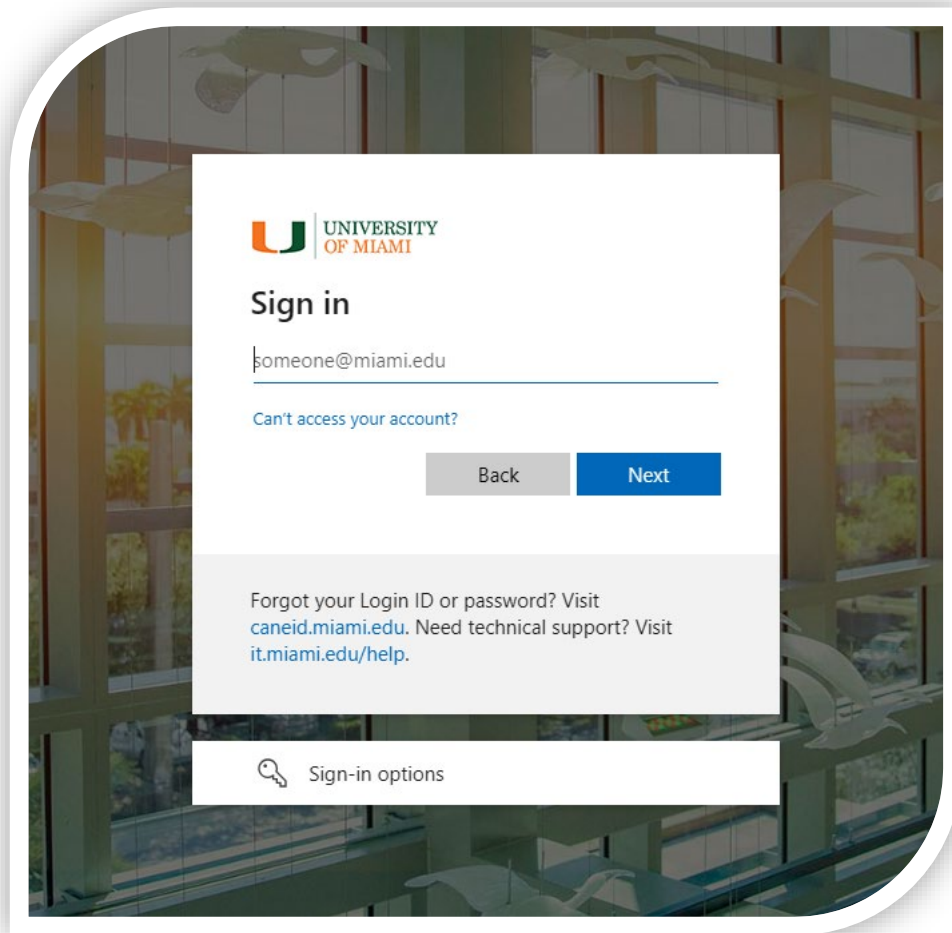
Payroll Schedule
Check your time tracking approval dates and pay dates

Applicant & Employee Training Presentation
Click here to review a customized training PowerPoint on how to search for and apply for jobs via JobX.

Workday Tip Sheets
Find practical tips to navigate Workday with ease.

Helpful Contacts
Have questions? Click here for some helpful contacts.

Step 1: Click **'User Dashboard'** to **'Find a Job'** link to search for a job.



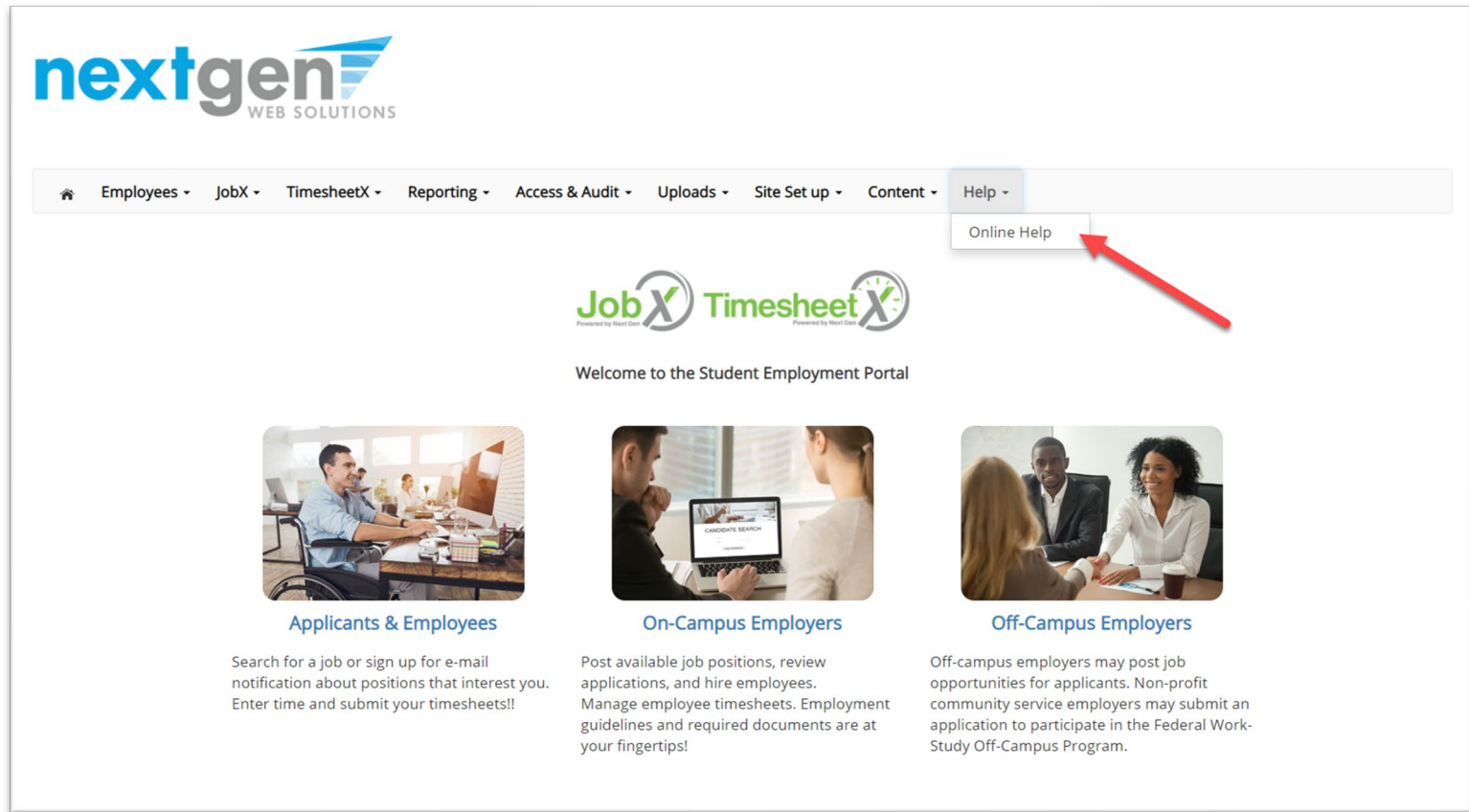
Student Employee Login to JobX

Step 2: Login utilizing your School SSO ID and 'Password'.



Online Help

Online Help



Click the '**Help**' menu after you login and select '**Online Help**'.

Online Help

JobX & TimesheetX Manuals

 JobX - Administrators Online Help 0 articles	 JobX - Supervisors Online Help 0 articles	 JobX - Employee / Student Online Help 7 articles
 TimesheetX - Administrator Online Help 0 articles	 TimesheetX - Supervisor Online Help 0 articles	 TimesheetX - Employee / Student Online Help 5 articles

Red arrows point to the 'JobX - Employee / Student Online Help' and 'TimesheetX - Employee / Student Online Help' boxes.

- Online guides are available based on your login role.
- Employee/Students can only see Online Help for Employee/Students.
- You have the ability to search by keyword or topics in the search field.



JobMail

What is JobMail?



JobMail notifies you about potential job matches based on your interest



Must complete a JobMail Subscription to receive notifications



After JobMail setup you will receive notifications on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity

How to Access JobMail

Applicants & Employees
Discover job opportunities or set up email alerts for roles that match your interests.

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Find practical tips to navigate Workday with ease.

[Helpful Contacts](#)
Have questions? Click here for some helpful contacts.

Step 1: Click 'User **Dashboard**' or '**Subscribe to JobMail**' link on the Students home page.

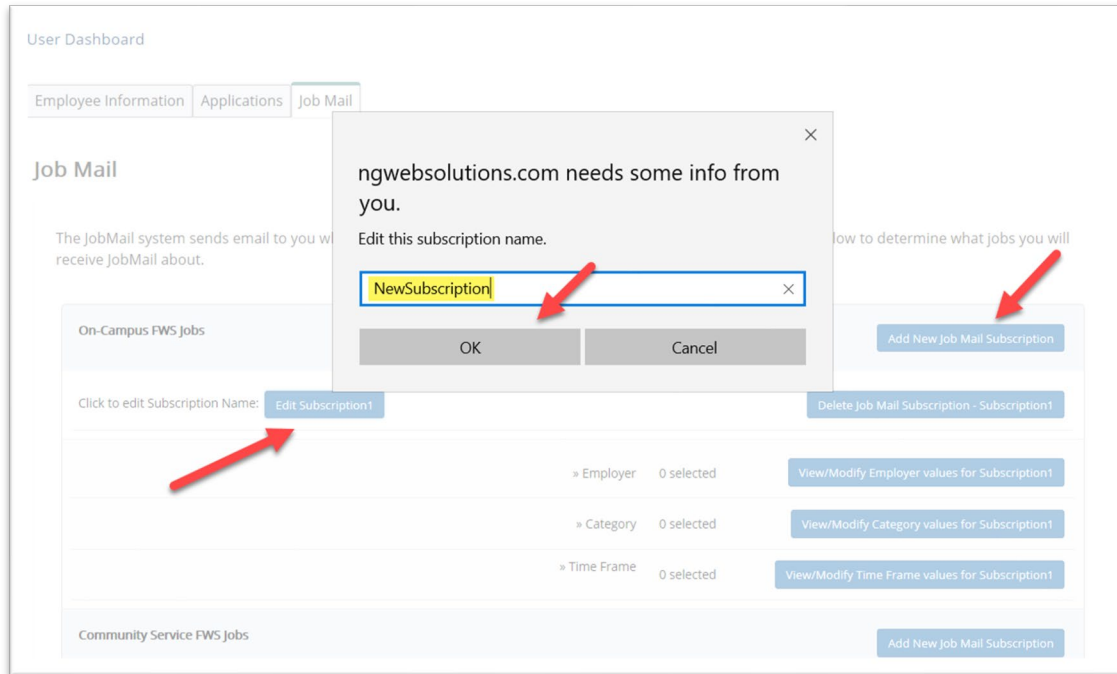
Set up your JobMail Subscription

The screenshot shows the 'Job Mail' setup page. At the top, it says 'Job Mail' and '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.' Below this is a section for 'On-Campus FWS Jobs' with an 'Add New Job Mail Subscription' button. Underneath, there are two subscription forms. The first form is for 'Category' and has fields for 'Employer' (0 selected), 'Category' (9 selected), and 'Time Frame' (0 selected). Each field has a 'View/Modify' button. The second form is for 'Subscription2' and has similar fields for 'Employer', 'Category', and 'Time Frame', all with '0 selected' and 'View/Modify' buttons. There are also 'Edit' and 'Delete' buttons for each subscription.

➤ Step 3: Set up JobMail

- You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS, Off-Campus) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
 - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Set up your JobMail Subscription



- Click '**Add New JobMail Subscription**' button to start the setup process to creating a JobMail subscription.
- When the subscription name window pops up, update to your desired name.
- If you need to edit the subscription name, click the '**Edit Subscription**' button.

Set up your JobMail Subscription

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

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. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

[Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer	3 selected <i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected <i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected <i>modified</i>	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs

[Add New Job Mail Subscription](#)

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

View/Manage Employer values [Close](#)

Selected Items [Remove All Options](#)

Click Remove to remove an item to the list

None selected

Available Items

Click Add to add an item to the list

ACADEMIC AFFAIRS	Add
ACCESS & ACCOMMODATIONS	Add
ADMISSIONS	Add
ALUMNI RELATIONS	Add

Click Save when complete

[Save](#)

➤ Click **'Add all Options'** or **'Add'** next to each item you wish to add to your JobMail subscription.

Set up your JobMail Subscription

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

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. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

[Add New job Mail Subscription](#)

Click to edit Subscription Names: [Edit NewSubscription](#) [Delete job Mail Subscription - NewSubscription](#)

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	View/Modify Time Frame values for NewSubscription

[Add New job Mail Subscription](#)

Community Service FWS Jobs

[Add New job Mail Subscription](#)

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

View/Manage Category values [Close](#)

Selected Items

Click Remove to remove an item to the list

[Remove All Options](#)

Administrative and Office Support	Remove
Athletics	Remove
Food and Hospitality	Remove
Information Technology	Remove

Available Items

Click Add to add an item to the list

[Add All Options](#)

None available

Click Save when complete [Save](#)

- Your selection(s) will appear in the top under '**Selected Items**'.
- When you're finished adding search criteria, click '**Save**'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
- You may return to this screen any time to modify your subscription.



Find a Job

Quick Search

The screenshot displays the 'Find A Job' section of a web application. At the top, there is a header 'Find A Job'. Below it is an 'Instructions' box with an information icon and the text: 'Choose from the quick search options below or click on the "Advanced Search" button for more options.' Below the instructions are two buttons: 'Quick Search' and 'Advanced Search'. Underneath these buttons is a section titled 'Select a quick search.' which contains a grid of 11 buttons for different search filters: 'Show All Active Jobs', 'Federal Work Study Jobs', '25 Most Recently Posted Jobs', 'Federal Work Study Off-Campus Community Service Jobs', 'Student Assistant (Non-Federal Work Study) - Hourly Jobs', 'Jobs by department', 'Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly Jobs', 'Most Hours per Week', 'Graduate Assistantship Jobs', 'Fewest Hours per Week', and 'Lead Miami / Miami Commitment Jobs', 'Off-Campus Part Time Jobs'.

- Click the '**Find a Job**' function from the Employees Menu.
- Select a specific pre-defined '**Quick Search**' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click '**Advanced Search**'.

Advanced Search

- 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:
 - ❖ Search by Job Type Population (On-Campus FWS, Off-Campus FWS Jobs, etc.)
 - ❖ Keyword(s) Search
 - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

The screenshot shows the 'Find A Job' Advanced Search interface. A red box highlights the main search criteria section. Red arrows point to the following elements:

- The 'Advanced Search' button at the top.
- The 'Job Types:' section, specifically the 'Federal Work Study' radio button and the 'Update Job Type' button.
- The 'Keywords:' search field.
- The 'Search' button at the bottom.

The interface includes the following sections:

- Instructions:** Select Advanced search options, and click search. [Run a New Search]
- Buttons:** Quick Search, Advanced Search
- Job Types:** Radio buttons for Federal Work Study, Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly, Federal Work Study Off-Campus Community Service, Graduate Assistantship, Off-Campus Part Time, First Hire, Student Assistant (Non-Federal Work Study) - Hourly, and Lead Miami/Miami Commitment.
- Update Job Type:** Button to update the selected job type.
- Narrow your search with the keyword search option below. Please Note: The keyword search feature will ONLY search the following job related fields:**
 - Job Requirements
 - Job Description
 - Job Title
 - Employer Name
 - Job Category Name
 - Job ID
- Keywords:** Search field.
- Click [+] and [-] to expand and collapse search criteria. Please Note: Selecting none for any search criteria implies all.**
- Categories:** Select Job Category (Up to 3): Select Category 1..., Select Category 2..., Select Category 3...
- Employers:** Select Job Employer (Up to 3): Select Employer 1..., Select Employer 2..., Select Employer 3...
- Time Frames:** Select Time Frame(s): Academic Year, Fall, Spring, Summer, Other.
- Wage:** Greater than: Doesn't Matter.
- Hours per Week:** Between: Doesn't matter, and: Doesn't matter.
- Search:** Button to execute the search.



Apply for a Job

Disclaimer Statements

In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable 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.

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.

2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.

3. To view the details of a job click on the job title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[Buy a New Search \]](#)

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 action. 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.

I agree

Disclaimer: Student Assistant (Non-Federal Work Study) - Hourly

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I agree

Disclaimer: Off-Campus Part Time

The University of Miami Office of Financial Assistance and Employment (OSFAE) acts only as a referral service and makes no particular recommendations regarding employers. 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.
[Click for detecting a fraudulent job posting](#)

I agree

Disclaimer: Student Assistant (Non-Federal Work Study) - Stipend bi-Weekly

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I agree

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.

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I agree

Disclaimer: Federal Work Study Off-Campus Community Service

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I agree

Disclaimer: Lead Miami/Miami Commitment

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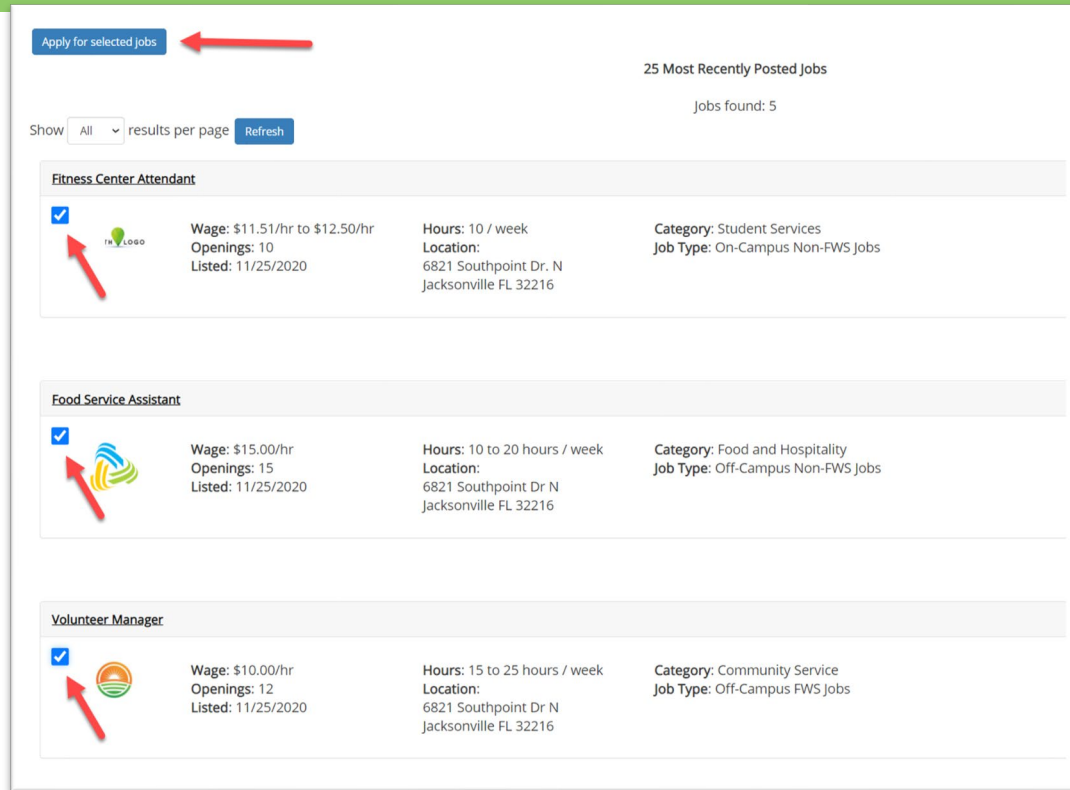
I agree

[Return to completed jobs](#)

Show All Active Jobs

Jobs found: 3

Apply for a Job! With One Click



The screenshot displays a web interface for job applications. At the top left, there is a blue button labeled "Apply for selected Jobs" with a red arrow pointing to it. Below this, a dropdown menu shows "All" selected, followed by "results per page" and a "Refresh" button. On the top right, it says "25 Most Recently Posted Jobs" and "Jobs found: 5". The main content area lists three job categories, each with a sub-header and a list of jobs. Each job listing includes a checkbox, a logo, wage, openings, listed date, hours, location, category, and job type. Red arrows point to the checkboxes for each job.

Fitness Center Attendant	
☒	 Wage: \$11.51/hr to \$12.50/hr Openings: 10 Listed: 11/25/2020
Hours: 10 / week Location: 6821 Southpoint Dr. N Jacksonville FL 32216	
Category: Student Services Job Type: On-Campus Non-FWS Jobs	

Food Service Assistant	
☒	 Wage: \$15.00/hr Openings: 15 Listed: 11/25/2020
Hours: 10 to 20 hours / week Location: 6821 Southpoint Dr N Jacksonville FL 32216	
Category: Food and Hospitality Job Type: Off-Campus Non-FWS Jobs	

Volunteer Manager	
☒	 Wage: \$10.00/hr Openings: 12 Listed: 11/25/2020
Hours: 15 to 25 hours / week Location: 6821 Southpoint Dr N Jacksonville FL 32216	
Category: Community Service Job Type: Off-Campus FWS Jobs	

- Simply **click the box** next to the jobs you wish to submit an application.
- If a job does not have a box or does not allow for the selection of the job, then you will need to click the Job Title to view the job details on how to apply for the job.
- Then, click the **'Apply for Selected Jobs'** button.

Job Application

The screenshot shows a web application interface for NextGen Web Solutions. At the top, there's a navigation bar with 'Employees' and 'Help' links. Below this, a section titled 'Apply To Job' contains an 'Instructions' box. The instructions state: '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.' Below the instructions, a list of job titles is shown: 'Fitness Center Attendant - STUDENT RECREATION', 'Food Service Assistant', and 'Volunteer Manager - Communities in Schools'. The main form is divided into two sections: 'General' and 'References'. The 'General' section includes fields for 'First name', 'Middle name', 'Last name', 'Email' (with a note to use institutional email), 'Employee ID', and a list of skills to be marked as strengths (HTML, Java, MS Excel, MS Office, MS PowerPoint, MS Word). There is also a 'Resume' section with a 'Choose File' button and a text area for 'Please explain why you believe you're the best candidate for this job.' The 'References' section includes fields for 'Reference Name' and 'Reference Email'. At the bottom of the form, there is a 'Submit' button, which is highlighted with a red arrow.

nextgen
WEB SOLUTIONS

Employees - 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 jobs:

Fitness Center Attendant - STUDENT RECREATION
Food Service Assistant
Volunteer Manager - Communities in Schools

General

First name *
Middle name *
Last name *
Email
Please use your institutional email address (if you have one) *
Employee ID *
Please mark all skills below considered to be strengths. *
Resume
Please explain why you believe you're the best candidate for this job. *

☐ HTML
☐ Java
☐ MS Excel
☐ MS Office
☐ MS PowerPoint
☐ MS Word

References

Please do not provide any immediate family members or relatives as a reference below.

Reference Name
Reference Email

Submit

- Complete the questions on the application.
- 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 the information as needed.
- You may upload a resume for the hiring supervisor to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.

Application Successfully Submitted

 Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year of Application Data.

Applications

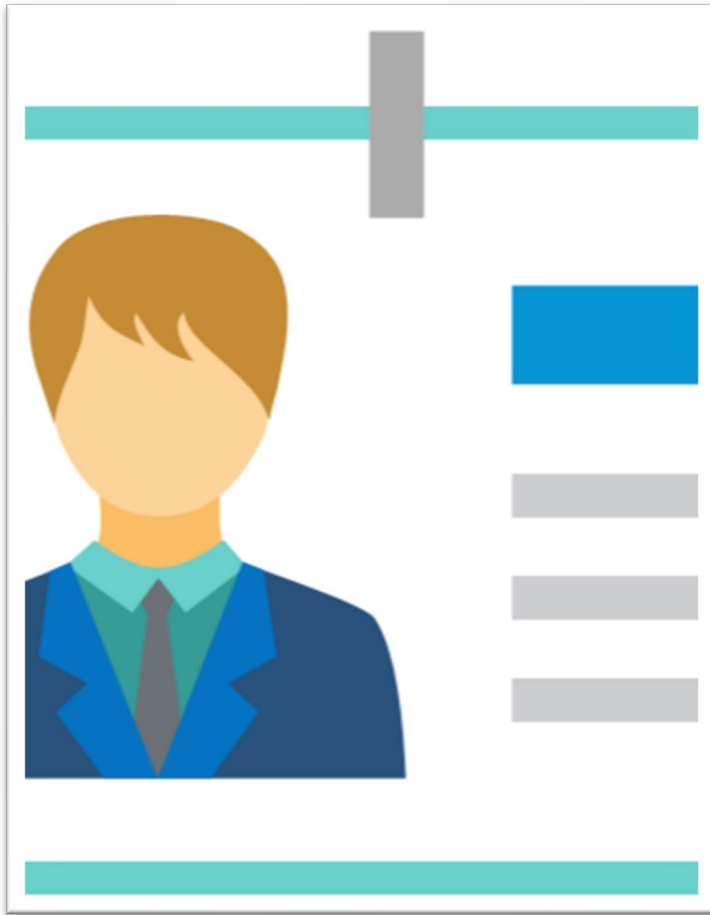
Job Id	Job Title	Employer	Status 	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- Your application is successfully submitted when you received the Congratulations message.



My Dashboard

What is the JobX My Dashboard Feature?



- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' Includes:
 - ❖ **Applications:** Status, View, Print, Withdraw
 - ❖ **Hires:** Past /Current / Future
 - ❖ **JobMail Subscriptions**

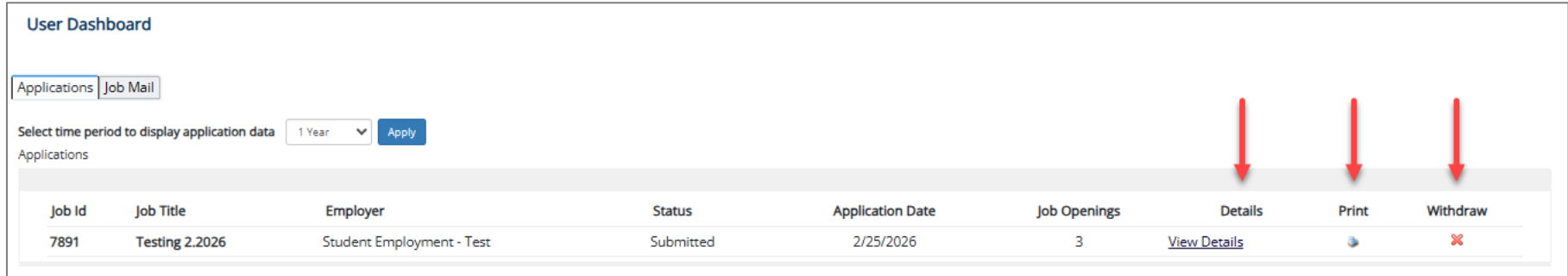
My Dashboard: Access

The screenshot displays the JobX application interface. At the top, there is a navigation bar with a home icon, a dropdown menu labeled 'Student Employees', and a 'Help' link. The 'Student Employees' dropdown menu is open, showing options: 'My Dashboard' (highlighted in yellow with a red arrow), 'Find a Job', and 'My JobMail'. Below this, there is a section for 'Select time period to display application data' with a '1 Year' dropdown and an 'Apply' button. The main content area is titled 'User Dashboard' and features a sidebar with 'Job Id' 7891 and a 'JobX' logo. The 'Applications' tab is selected and highlighted with a red box. Below the sidebar, there is another 'Select time period to display application data' section with a '1 Year' dropdown and an 'Apply' button. The main content area displays a table of applications:

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
7891	Testing 2.2026	Student Employment - Test	Submitted	2/25/2026	3	View Details		

- To access your '**My Dashboard**' feature, **click** the '**My Dashboard**' feature from the *Employees* menu.
- To access the past /current/future application, or JobMail subscription, click the respective tab you wish to view.

My Dashboard: Application



User Dashboard

Applications | Job Mail

Select time period to display application data: 1 Year

Applications

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
7891	Testing 2.2026	Student Employment - Test	Submitted	2/25/2026	3	View Details		

- My dashboard provides real-time self-service access to past / current / pending hires.
- You may customize your application view and print applications.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job.
- Please note: If the applicant has already been selected, there will be no red 'X' displayed)
- Applicant's have two options when withdrawing their application.
 - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
 - ❖ Withdraw an application without emailing the supervisor.

Questions?

**Please contact the Office of
Student Employment at:**

ose@miami.edu

or call us at: 305-284-6641

