



CareerLink

Student Guide

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I. Getting Started

CareerLink allows you to create a personal profile, store documents, apply and search for jobs and assistantships, participate in on-campus recruiting, research employers, schedule counseling appointments, RSVP to workshops, career fairs and info sessions, and manage your calendar. Please keep in mind that the University of Maine has not enabled all features for all users and the **Main Navigation Bar** will present the features that are accessible to you.

For the purposes of Student Employment, you will only need to access your personal and academic profiles, documents, jobs, employers and the calendar. For all questions regarding these functions, please contact the Office of Student Employment at (207) 581-1349.






For students interested in searching for Internships or Full-Time, career-based employment, and for career services as you prepare to graduate or research Internships, you will use the additional functions in CareerLink. For all questions regarding those functions, please contact the University of Maine Career Center at (207) 581-1359.

Profile Home Screen

Main Navigation Bar

The screenshot shows the CareerLink interface. At the top is a blue navigation bar with links: home, profile, documents, jobs and internships, employers, interviews, events, and calendar. Below this is a white header with the text "Welcome, Susie Student." on the left, a search box with "search" and a magnifying glass icon in the center, and social media and utility icons (Facebook, Help, Print, etc.) on the right. The main content area is divided into two columns. The left column, under the heading "SHOW ME", includes checkboxes for "Announcements" and "Notifications", an RSS feed icon with the text "Subscribe to our RSS Feed", and an envelope icon with "Your feedback is welcome.". The right column, under the heading "GETTING STARTED", lists several features with checkboxes: "Account Created", "Personal Profile", "Academic Profile", "Privacy Settings", "Resume", and "Facebook Integration". Below this is a "SHORTCUTS" section with a list of links: "FOCUS - career exploration system - Keycode: Umaine473", "What Can I Do With This Major?", "Facts On File - Username: umaine - Password: careers", "Spotlight on Careers", "Making the Difference (federal government careers)", "Maine Mentor Database - Networking opportunity with UMaine alumni!", "Going Global", "Document Library", and "Search Jobs (all jobs)".

Helpful Hints on Navigating the System

- Click on the **Help** button  at any time for help.
- Don't use your browser's back button – use the **Back**  navigation that is present in CareerLink.
- Only have one session open at a time. Don't open multiple session windows at the same time.
- Click on the printer icon,  located at the top right to create a printer-friendly image of any screen.
- If you need to view CareerLink in Accessibility Mode, click on the   icon in the upper right corner to enable or disable this function.
- Make sure your e-mail address in CareerLink is current and that you are checking your e-mail regularly. It's the best way to make sure you're getting all the most current information from us!

II. Basic Account Information

Logging into your Account

Returning Users

If you know your Username and Password, follow the instructions below to log-in to CareerLink (all students have been entered into CareerLink using the student's FirstClass e-mail address as the Username):

1. Go to <http://www.umaine.edu/studemp/>.
2. Click on the Online Job Search Tab.
3. Click on CareerLink Student Log-In.
4. Enter your Username (your FirstClass e-mail) & Password.
5. You are now on your UMaine CareerLink Home Page.

Alternatively, you may go directly to <https://maine-csm.symplicity.com/students> to log-in.

Student Log-In Screen

The screenshot shows the CareerLink Student Log-In and Register screen. The page is divided into two main sections: Log In and Register. The Log In section has a heading "Log In" and a sub-heading "Please enter your username and password." Below this are two input fields: "Username" (with a note that it should be the First Class email address, e.g., "firstname.lastname@umit.maine.edu") and "Password". There are buttons for "Go", "Reset", and a link for "Forgot Password". The Register section has a heading "Register" and a sub-heading "Register for a new account." with a "Register" button. To the right of the Register section is an illustration of a computer monitor with a hand cursor pointing at it. In the top right corner, there are links for "Help" and "powered by symplicity™". Below the Log In and Register sections is a blue banner with the heading "Learn More About Career Services Manager" and a paragraph describing CSM. Below this banner is a section titled "Resume Builder and Letter Writing Tools" which includes a list of features: "Career Events and Job Fairs", "Facebook and Calendar Integration", "Employer Information Sessions", and "Resource Library". To the right of this list is a description of the Resume Builder and Letter Writing Tools, stating that it creates great resumes and cover letters that employers will notice, and provides professional assistance to create an unlimited number of cutting edge documents. There is also an illustration of a resume and a pen.

Forgot Password

If you do not know your password, click on **Forgot Password** to generate a password for your account.

Note: Enter your FirstClass (@umit.maine.edu) e-mail using periods, not underscores.

A password will be e-mailed to you.

Forgot Password Screen

Forgot my Password

powered by simplicity™

Sign in **Forgot my password** Register

forgot my password

Enter your username below, click go, and your password will be reset and emailed to you

Username: (your email address)

Go Clear

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No Username or Password

If you enter your Username (your FirstClass e-mail) and you receive a notification that no such Username exists, contact the Office of Student Employment at (207) 581-1349 or the Career Center at (207) 581-1359 to have an account set up for you.

No Username Found Screen

Forgot my Password

powered by simplicity™

Sign in **Forgot my password** Register

forgot my password

No matching username found. Please try again or contact your site administrator.

Enter your username below, click go, and your password will be reset and emailed to you

Username: (your email address)

Go Clear

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For your convenience, you may wish to write your Username and Password in this Guide.

Username: _____

Password: _____

Changing your Password

You may change your password at any time under your Profile Tab.

Note: All Passwords are encrypted and therefore not viewable in CareerLink. Our office will *not* be able to tell you what your Password is. If you forget your Password, you will need to click on the **Forgot my Password Tab** on the UMaine CareerLink Log-In page to have your password reset and emailed to you (see page 5).

How to Change Your Password

1. Click on the **Profile Tab**, and then click on the **Password/Preferences Tab**.
2. Enter your Old Password.
3. Enter your New Password.
4. Re-enter your New Password.
5. Click **Save**.

Changing your Password Sreen

The screenshot shows the 'Password/Preferences' page in the NACElink system. At the top, there is a navigation bar with tabs for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. Below this is a breadcrumb trail: 'Home > Profile > Password/Preferences'. A search bar and utility icons (Help, Print, etc.) are also present. The main content area has tabs for 'Personal', 'Academic', 'Privacy', and 'Password/Preferences', with the latter being active. There are 'Save' and 'Reset Form' buttons at the top of the form. The form contains three password input sections: 'Old Password' (Please enter your current password.), 'New Password' (Please enter your new password.), and another 'New Password' section (Please re-enter your new password to confirm.). Below these is an 'Accessible Mode (for visually impaired users)' section with a radio button for 'No' selected. At the bottom, there are 'Save' and 'Reset Form' buttons, and a footer with the NACElink Network logo and a disclaimer: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. NACElink Privacy Policy | NACElink User Agreement'.

III. System Overview

Home Page Highlights

Show Me

Make sure both the **Announcements** and **Notifications** boxes are checked to receive all information sent through CareerLink.

RSS Feed

This is a “feed” of frequently changing content on this site.

Feedback

Your feedback is encouraged so we will know how we can better serve you.

Announcements

Check here regularly for important announcements.

Connect with Facebook

CareerLink gives students the option to link their account to their Facebook page if desired!

Getting Started

The items listed here allow you to successfully establish your account in CareerLink. The circles to the left of each item will become checkmarks when completed.

Important Note: In order to proceed to search for jobs in CareerLink, you must complete the Personal Profile and the Academic Profile.

Shortcuts

You will find direct links to the pages Users access the most.

Attend Events

Information is accessible here regarding upcoming events (e.g., Career Fairs, Information Sessions, etc.).

Jump To

GOINGGLOBAL and USA CAREER GUIDES are outside sources available to you through CareerLink. Student Employment opportunities available at UMaine will not be listed in outside sources.

Student Home Page Screen

home | profile | documents | jobs and internships | employers | interviews | events | calendar

Welcome, Susie Student.

SHOW ME

- Announcements
- Notifications

[Subscribe to our RSS Feed](#)

[Your feedback is welcome.](#)

Welcome—students

Welcome to CareerLink, brought to you by the Career Center and the Office of Student Employment at the University of Maine.

CareerLink is the University of Maine's online job search database. You will use CareerLink to search for student employment (including Federal Work-Study positions) as well as full-time jobs and internships.

Please feel free to contact the Career Center or the Office of Student Employment if you have questions or need help with the system.

For information regarding student employment (including the Federal Work-Study program) you may call the Office of Student Employment at 207-581-1349, email student.employ@umit.maine.edu, or stop by the first floor of Wingate Hall at the University of Maine. The Office of Student Employment is open Monday-Friday, 10:00am-4:30pm.

For information regarding full-time employment post graduation and internship/co-op opportunities, you may call the Career Center at 207-581-1359, email umainecareercenter@umit.maine.edu, or visit the Career Center on the third floor of the Memorial Union. The Career Center is open Monday-Friday, 8:00am-4:30pm.

We, at the University of Maine, look forward to helping you with all of your employment needs!

Need some advice?

The Career Center's **Maine Mentor Program** is an expanding network of fabulous UMaine alumni that are glad to chat about their jobs with current students like you! Find a mentor in your field of study or in a career setting of interest to you; search the [database](#), and set up an appointment with Paul, Maine Mentor Program Coordinator, for great ideas to make your meeting with your mentor fun and worthwhile. Call 581-1359.

[More Announcements](#)

GETTING STARTED

- Account Created
- Personal Profile
- Academic Profile
- Privacy Settings
- Resume
- Facebook Integration

SHORTCUTS

- FOCUS – career exploration system – Keycode: Umaine473
- What Can I Do With This Major?
- Facts On File – Username: umaine – Password: careers
- Spotlight on Careers
- Making the Difference (federal government careers)
- Maine Mentor Database – Networking opportunity with UMaine alumni!
- Going Global
- Document Library
- Search Jobs (all jobs)
- Scheduled Campus Interviews
- Campus Interviews I Qualify For
- Pending Campus Interviews
- My Activity Summary

ATTEND EVENTS

- UMaine Career Fair 2012
- UMaine Engineering Job Fair 2011

JUMP TO

- [GOINGLOBAL](#)
- [USA CAREER GUIDES](#)

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Student Menu Choices

Profile Tab

Personal Profile: Update your personal profile as an individual User in the system.

Academic Profile: Update your graduation date and other academic information.

Privacy: You have the ability to enable text messaging alerts here.

Password/Preferences: Change your password and set accessibility options.

Important Note: You *must* complete the Personal and Academic Profile information *before* you can search for Jobs and Internships in CareerLink. The system will not allow you access to search functions until these two profiles are complete.

Student Profile Screen

The screenshot shows the 'profile' page with a navigation menu at the top: home, profile, documents, jobs and internships, employers, interviews, events, calendar. The breadcrumb trail is 'Home > Profile > Personal'. A search bar and utility icons are on the right. A lightbulb icon indicates a tip: 'To receive text message reminders about interviews and information sessions for which you have registered in advance, provide a cell phone number in the Personal tab of your Profile pages and then open the Privacy tab. To view tweets about the latest internships and job listings, friend the UMaine Career Center on Facebook or sign up directly on Twitter.' Below this is a tabbed interface with 'Personal', 'Academic', 'Privacy', and 'Password/Preferences'. The 'Personal' tab is active, showing 'Student Information' fields: 'Full name*' (Susie Student), 'First Name' (Susie), 'MI' (empty), 'Last Name' (Student), and 'Gender*' (radio buttons for F and M). A 'Completion Status' sidebar on the right lists: 'Personal Information' (Full name, First Name, MI, Last Name, Gender, Email, Phone Number) and 'Current Address' (Street Address). Buttons for 'Save Changes', 'Save Changes And Continue', 'Reset Form', and 'Cancel' are visible. A note states '* indicates a required field'. The page is powered by simplicity™.

Documents Tab

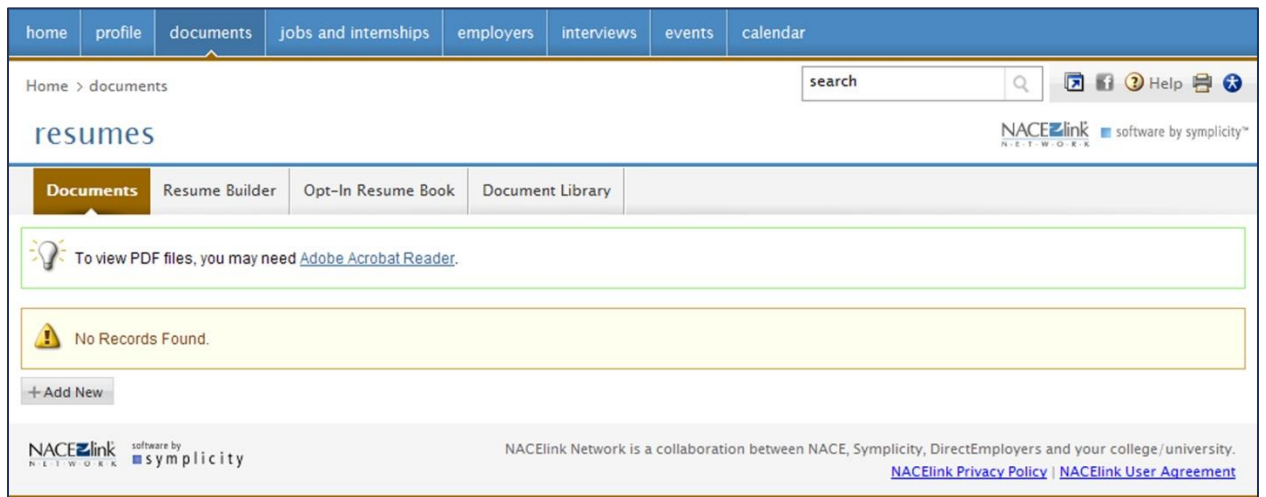
Documents: View existing and upload new, career-related documents (e.g., resumes, cover letters, etc.).

Resume Builder: Create a new resume or cover letter within the system using a step-by-step process in CareerLink. This is a very useful tool when pursuing career options. Please contact the Career Center at (207) 581-1359 for information regarding career services.

Opt-In Resume Book: Resumes may be submitted here, but this is unnecessary for most student employment positions.

Document Library: This is the tab you will be able to view available documents in the system.

Documents Screen



The screenshot displays the 'Documents' tab within the CareerLink system. The top navigation bar includes links for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. Below this, a breadcrumb trail shows 'Home > documents' and a search bar. The main content area features a sub-navigation bar with 'Documents', 'Resume Builder', 'Opt-In Resume Book', and 'Document Library'. A message box indicates that Adobe Acrobat Reader is required for viewing PDF files. A yellow warning box states 'No Records Found.' Below this is an '+ Add New' button. The footer contains the NACElink Network logo, the text 'software by simplicity', and a statement that the network is a collaboration between NACE, Symplicity, DirectEmployers, and the user's college/university. Links for 'NACElink Privacy Policy' and 'NACElink User Agreement' are also provided.

Jobs and Internships Tab

For all student employment and assistantship searches, select the **UMaine Jobs & Internships Tab**. This is where Part Time Federal Work-Study and Part Time (Non Work-Study) positions will be posted for both on-campus as well as off-campus employers. This is also where academic year graduate assistantships will be posted and summer employment opportunities for student employees.

Once a student begins to explore employment and career options in preparation for life beyond UMaine, they may also search for Full Time and Internship/Co-op positions through CareerLink. Information regarding these positions can be found through the University of Maine Career Center.

See *Section IV: Searching for Jobs* (page 14) for more detailed information on searching for jobs.

Jobs and Internships Screen

The screenshot displays the NACElink job search interface. At the top, a navigation bar includes links for home, profile, documents, jobs and internships (highlighted), employers, interviews, events, and calendar. Below this, a search bar and social media icons are visible. The main heading is "job postings" with the NACElink logo and "software by sympathy" tagline. A lightbulb icon and text suggest checking out temp to hire listings at various staffing agencies. A secondary navigation bar includes Jobs (highlighted), Favorites, Advanced Search, Search Agents, Applications, and Job Leads. The search filters section includes "Show Me:" with a dropdown set to "All Jobs & Interviews", a "Keywords" field, and a "Position Type" dropdown. Below these are fields for "jobs located within:" and "miles of zip code:". A "More Options" dropdown, "Search", and "Clear" buttons are present. A prominent orange box displays "240 results" and "Items 1-20 of 240 (Results as of: Thursday, July 28, 2011 | 9:31 am)". At the bottom, there are options for "View Printable Job List", "Save As Excel", and "(0 items selected)". The "SORT BY:" dropdown is set to "Date Posted", and the "SHOW" dropdown is set to "20 per page". The page number is "Page 1".

Employers Tab

The Employers Tab allows students to search for specific employers based on a number of criteria including industry, city, state, country and by keywords. This tab is helpful for students interested in researching more about a company they may be interested in applying for a position with. You may also add employers to your Favorites.

Employers Screen

The screenshot shows the 'employers' tab in a web application. At the top, there is a navigation bar with tabs for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. Below this, a breadcrumb trail reads 'Home > employers'. A search bar is located in the top right corner. The main heading is 'employer profiles', with the NACElink logo and 'software by simplicity' on the right. Below the heading are four tabs: 'Employers' (selected), 'Favorite Employers', 'Contacts', and 'Favorite Contacts'. The search filters include: 'Industry' (dropdown), 'City' (text input), 'State' (dropdown), 'Country' (dropdown), and 'Keywords' (text input with a note 'searches employer name, overview and website'). There are also radio buttons for 'On Campus Events?' with options 'Yes', 'No', and 'Ignore' (selected), with a note '(for which you are eligible)'. At the bottom left are 'Search' and 'Clear' buttons.

Interviews Tab

If you have any interviews scheduled through the On-Campus Recruiting (OCR) function you would be able to view them on this tab. The Interviews Tab is only applicable for On-Campus Recruiters who have full-time or internship positions posted through the Career Center and with whom you have scheduled an interview with through CareerLink. This function is not applicable for student employment. For more information on this function, please contact the Career Center at (207) 581-1359.

Interviews Screen

The screenshot shows the 'interviews' tab in a web application. At the top, there is a navigation bar with tabs for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. Below this, a breadcrumb trail reads 'Home > Interviews > Interview Requests'. A search bar is located in the top right corner. The main heading is 'interviews', with the NACElink logo and 'software by simplicity' on the right. A light green message box contains a lightbulb icon and the text: 'If you find you are unable to keep your scheduled job interview, please CALL the Career Center at our main number, 581-1359, no later than 8:30 am on the day of the interview. Do not use FC email to cancel an interview, as we may not view that email early enough in the morning to let the recruiter know you are canceling in a timely manner. A job interview is a business appointment and must be treated as such.' Below the message box are two tabs: 'Scheduled Interviews' and 'Interview Requests' (selected). A 'Show All' dropdown menu is visible. At the bottom, a yellow message box with a warning icon contains the text: 'No Records Found.'

Events Tab

The Events Tab is used to let you know about Career Fairs and Information Sessions. Currently, the Career Center is the only entity hosting events like these but checking this tab often will be helpful to keep you apprised of upcoming career events!

Events Screen

The screenshot shows the 'events' tab in a web application. The navigation bar includes 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. The breadcrumb trail is 'Home > Events > Career Fairs'. A search bar is present. Below the navigation, there is a message: 'To identify employers interested specifically in your major, go to Participants > Advanced Search and select from the Industry menu.' The main content area has two tabs: 'Career Fairs' (selected) and 'Information Sessions'. Below the tabs, it says 'Items 1-2 of 2' and 'SHOW 20 per page'. A table lists the following events:

Fair	Days	Participants	Virtual Career Fair
UMaine Career Fair 2012	CAREER FAIR 2012	0	
UMaine Engineering Job Fair 2011	ENGINEERING JOB FAIR 2011	27	

Items 1-2 of 2

Calendar Tab

The calendar allows you to view any important dates as well as entering personal events.

Add an Event: To add an event on the calendar, double-click the appropriate time slot to open the **New Event** window or click **Add New** from the **Personal Events Tab**. Enter the details of the event with the title, description and location. Click the **Save** button to save changes. You may opt to send yourself an e-mail reminder when you create a new event.

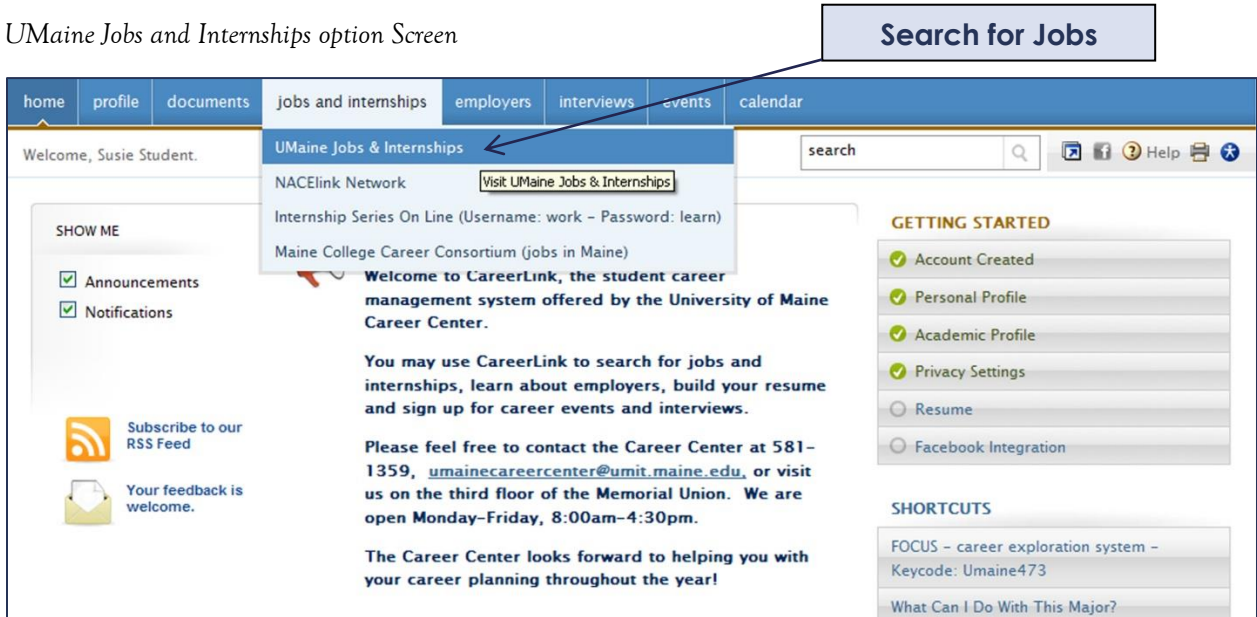
Calendar Screen

The screenshot shows the 'calendar' tab in a web application. The navigation bar includes 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. The breadcrumb trail is 'Home > Calendar > Day View'. A search bar is present. Below the navigation, there are tabs for 'Agenda', 'Day View' (selected), 'Week View', 'Month View', 'Year View', and 'Personal Events'. Below the tabs, there are dropdown menus for 'Show: Everything' and 'View: Normal'. The main content area shows a day view for 'Today July 28, 2011'. A time slot for '7:00 AM' is visible. A calendar grid for 'June 2011' is shown on the right side of the screen.

IV. Searching for Jobs & Assistantships

To search for student employment jobs and assistantships at the University of Maine, you will use the **UMaine Jobs & Internships** option under the **Jobs and Internships Tab**.

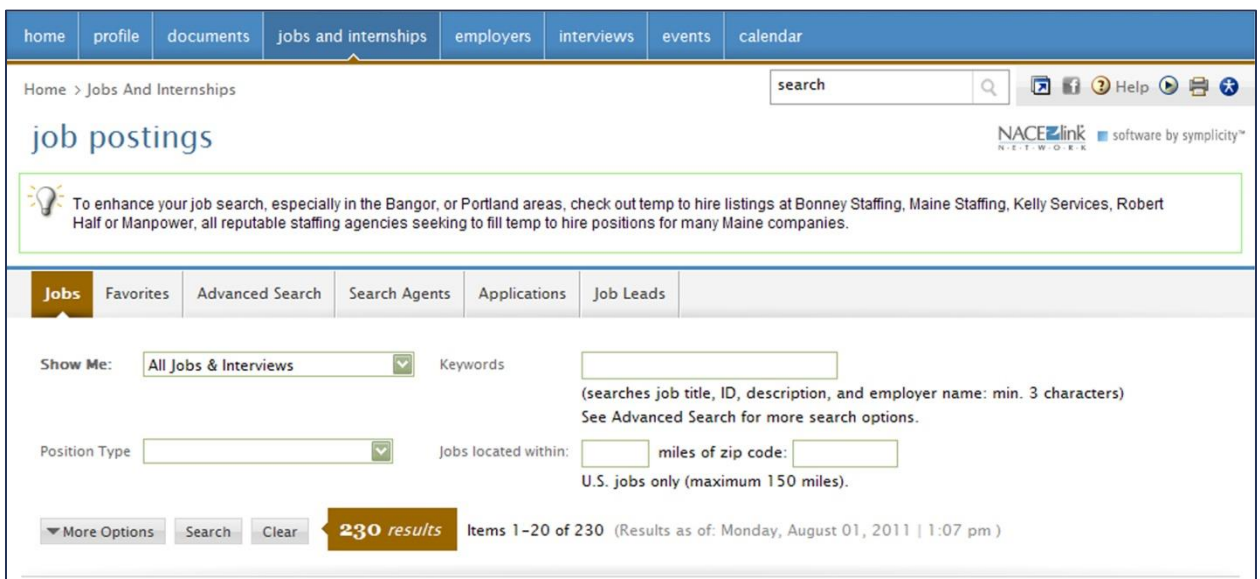
UMaine Jobs and Internships option Screen



Search for Jobs & Assistantships

After you click on the **UMaine Jobs & Internships** option under the **Jobs and Internships Tab**, you will see the **Job Postings Screen** where you can search for jobs.

Job Postings Screen



Regular Search

You may use search filters including Position Type (Full Time, Graduate Assistantships, Internship, Part Time Federal Work-Study, Part Time (Non Work-Study), Summer Federal Work-Study, Summer (Non Federal Work-Study)), Keywords and location within a certain number of miles of a specific zip code.

When you hit the Search button, a list of applicable jobs will be returned to you.

Advanced Search

You may also perform an advanced search by clicking on the **Advanced Search Tab**. Under this search tab, you may filter results based on Keywords, Majors/Concentrations, Position Type, Job Function, Travel Percentage, Industry, City, State, Country, Location within a certain number of miles from a specific zip code, and Work Authorization.

Note: You may select more than one option within each category of the Advanced Search by holding the Ctrl button.

To complete your **Advanced Search**, click the **Submit** button. You will receive a list of applicable jobs based on your search.

Note: You may save your **Advanced Search** if you would like to perform the same search at a later date. To find your saved **Advanced Search**, click on the **Search Agents Tab**. For more information on **Search Agents**, see page 16.

Advanced Search Screen

The screenshot shows the 'Advanced Search' interface within the NACElink software. The top navigation bar includes links for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'events', and 'calendar'. The current page is 'Home > Jobs And Internships > Advanced Search'. A search bar contains the text 'search'. The 'Advanced Search' tab is selected in the main navigation. The 'Advanced Search Options' section includes the following fields and controls:

- Search Agents:** A dropdown menu with '[select existing]' selected, and a checkbox for 'save as:' followed by an empty text input field.
- Show Me:** A dropdown menu with 'All Jobs & Interviews' selected.
- Posting Date (last # days):** An empty text input field.
- Keywords:** An empty text input field with the note 'Searches job title, ID, description, and employer name.'
- Majors/Concentrations:** A checkbox for 'Check this box to search for records with no major selected' and a dropdown menu with '[select]' selected.
- Ignores jobs with 'All Majors' selected:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Position Type:** A dropdown menu with '[no selection]' selected, and a list of options: Full Time, Internship, Part Time Federal Work-Study, Part Time (Non Work-Study), Summer Federal Work-Study, and Summer (Non Work-Study).

Tips on Searching for Student Employment Jobs

- When searching for student employment positions, we recommend only searching based on **Position Type** or **Location**. This way you can see all the options that are available to you.
 - *If you were awarded Federal Work-Study as a part of your Financial Aid package:* You will search for **Part Time Federal Work Study** for your **Position Type**. You may also choose to search for **Part Time (Non Work-Study)** jobs if you wish, but we encourage you to take advantage of the Federal Work-Study program if it was awarded to you. Most on-campus employers can use your Work-Study award even if their job is not advertised as a Federal Work-Study position. **To select both position types in the Advanced Search Tab, hold down the Ctrl button.** For more information on the Federal Work-Study program, please visit www.umaine.edu/studemp.
 - *If you were not awarded Federal Work-Study as a part of your Financial Aid package:* You will search for **Part Time (Non Work-Study)** for your **Position Type** because you are not eligible to work a Federal Work-Study position. **You may still work on campus**, you just cannot work a Federal Work-Study position.
 - *If you would like to search for on-campus positions:* You may filter results based on a city search by adding the **Jobs Located Within** filter to the **Position Type** filter above. Set the number of miles from UMaine's zip code - **04469** - to 1.
- Saving your **Advanced Search** as a **Search Agent**:
 1. When you create your **Advanced Search**, check the **Save As** box in the first field and enter a name for your search.
 2. Enter the appropriate Advanced Search criteria (see Tips above).
 3. Click Submit.

Your search is now saved as a **Search Agent**. To run the search again, click on the **Search Agents Tab** and under the **Options** field, click **Run** to run the search once or **Schedule** to schedule a regular search. If you choose **Schedule** you can set the frequency of the search and the results will be emailed to you each time the search is run.

Search Agent Screen

home profile documents jobs and internships employers interviews events calendar

Home > Jobs And Internships > Search Agents

search

job postings

NACElink NETWORK software by simplicity™

Jobs Favorites Advanced Search **Search Agents** Applications Job Leads

⚠ Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

Items 1-1 of 1

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Options
Part-Time On Campus	Student Job Search	-	-	*	<input type="button" value="Schedule"/> <input type="button" value="Edit"/> <input type="button" value="Run"/> <input type="button" value="X Delete"/>

Items 1-1 of 1


SHOW 20 per page

NACElink NETWORK software by simplicity

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [NACElink Privacy Policy](#) | [NACElink User Agreement](#)

View Jobs

After you complete your search, you will receive a list of jobs that meet your search criteria.


To view quick information about a position: You may hover over the **Quick View** (binocular) icon  (available in a Regular Search).


Quick View Screen




The screenshot shows a job listing for "Student Administrative Aide III" with the following details:

- Job Title:** Student Administrative Aide III
- Apply Button:** A button labeled "Apply" with a binocular icon.
- Application Deadline:** Dec 31, 2011
- Posted:** Jul 26, 2011
- QUICK VIEW:**
 - Student Administrative Aide III:** As a Student Administrative Aide III in The Office of Student Employment, a student employee is responsible for performing administrative support in an office setting under limited supervision. This includes working with confidential material while exercising a high level of independent judgment. The student employee must exhibit initiative and discretion frequently. Clerical duties include, but are not limited to: ...
 - TYPE:** Part Time Federal Work-Study
 - SALARY:** \$7.75/hour
 - LOCATION:** The University of Maine 5781 Wingate Hall Orono, Maine 04469-5781
 - TIMELINE:** 07/26/11 Job Posted, 12/31/11 Application Deadline
 - Map:** A map showing the location of the University of Maine in Orono, Maine, near Webster and Ayers Island.
 - View Complete Job Details:** A button to view the full job description.

To view full information about a position: You may click on the **Job Title** or the **Apply**  button. You will be able to view the full job description including all information the employer has provided regarding the position. You will also find information on how to apply for the position.

You may also find information about the Employer by clicking on the **Employer Profile** icon .

Note: If you click the Star  next to the **Job Title**, you will add the position to your Favorites List which you may go back to quickly by navigating to your **Favorites Tab**.

Job Position Screen

home profile documents **Jobs and internships** employers interviews events calendar

Home > Jobs And Internships > Student Administrative A...

search

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To enhance your job search, especially in the Bangor, or Portland areas, check out temp to hire listings at Bonney Staffing, Maine Staffing, Kelly Services, Robert Half or Manpower, all reputable staffing agencies seeking to fill temp to hire positions for many Maine companies.

Student Administrative Aide III

Student Employment


Posted: Jul 26, 2011

DIVISION N/A **WORK AUTHORIZATION** None

SALARY LEVEL \$7.75/hour

DESCRIPTION

As a Student Administrative Aide III in The Office of Student Employment, a student employee is responsible for performing administrative support in an office setting under limited supervision. This includes working with confidential material while exercising a high level of independent judgment.



Employer Profile

How To Apply
Contact Amy MacDougall @ 581-1320 or via Firstclass

Requested Documents:

- Resume

Important Dates
Posted On: Jul 26, 2011
Applications Accepted Until: Dec 31, 2011

RELATED RESOURCES

- Peace Corps April 2011
- NACE Salary Calculator

HELP & SUPPORT

Send a Question or Comment

The student employee must exhibit initiative and discretion frequently. Clerical duties include, but are not limited to:
Greeting and providing information to students and other visitors, answering the telephone, entering and maintaining detailed records and data, reporting findings from databases to a supervisor, making copies, filing and sorting paperwork, opening and distributing mail within the office, operating standard office equipment (e.g., telephone, fax, etc.).

The student employee will be required to assist frequently with special projects and events, as well as assisting in coordinating office activities.

A student employee in the Administrative Aide III position must possess a working knowledge of Microsoft software, and a willingness to learn any new software necessary for working within the office. The student must exhibit good writing and verbal skills, and must demonstrate excellent clerical and customer service skills. The student must be attentive to detail, able to adapt and be flexible, as well as being trustworthy, responsible and professional.

Students must have Federal Work-Study as part of their Financial Aid package for this position.

LOCATION
City
CAMPUS
State/Province
Maine
Country
United States

POSITION TYPE
Part Time Federal Work-Study

DESIRED MAJOR(S)
All Majors

DESIRED CLASS LEVEL(S)
First Year, Sophomore, Junior

JOB FUNCTION
Management/Administration


CONTACT INFORMATION
Employer: Student Employment
Name: Amy MacDougall
E-mail: amy.macdougall@umit.maine.edu
Phone: 207-581-1349
Address: The University of Maine
5781 Wingate Hall
Orono, Maine
04469-5781

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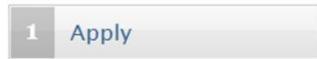
NACElink Network is a collaboration between NACE, Simplicity, DirectEmployers and your college/university.
[NACElink Privacy Policy](#) | [NACElink User Agreement](#)

Apply for Jobs & Assistantships

After you click on either the **Job Description** or the **Apply** button , each job description will include a **How to Apply** section. The Employer may include requests for an application to be completed, a resume to be submitted, a cover letter written or contact information for you to use to call or email the Employer directly. Some jobs will ask you to submit application material online and some will ask you to send information through e-mail.

If a position requires you to submit certain documents through CareerLink, click the **Apply** button  within the Job Description.

WANT THIS JOB?



Important Dates

Posted On:



Jul 29, 2011

Applications Accepted Until:

Aug 31, 2011

Note: Pay particular attention to detail in this section on how to apply for the position as following instructions carefully could mean the difference between landing an interview or not!

View Job Application Status

If you have applied for a job through CareerLink (using the **Apply** button ) , you may view all job applications you have submitted by clicking on the **Applications Tab** or by clicking the **Applied** button  next to the position you've applied for.