STUDENT EMPLOYMENT

Student Employment

Student Employment (http://www.miami.edu/ose) is responsible for assisting and guiding students (admitted and enrolled in a degree program at the University of Miami) through the job search and placement process while attending the University.

Student Employment provides job opportunities to all students regardless of sex, age, disability, sexual orientation, ethnicity, nationality, race or creed. University of Miami student employees are required to adhere to established federal, state and local employment regulation practices.

Employment programs for undergraduate students include the Federal Work Study and Student Assistant programs, which offer opportunities on campus and in the surrounding community. Employment programs for graduate students include: Federal Work Study, Student Assistant Program and Graduate Assistantships. Available positions are posted in JobX (https://umiami.studentemployment.ngwebsolutions.com/)

Student employment program earnings are paid directly to the student as they work and are not applied as a credit toward tuition charges.

Federal Work Study

Federal Work Study is a need-based program that provides part-time job opportunities based on your financial aid eligibility. To apply for Federal Work Study, you must complete the Free Application for Federal Student Aid (FAFSA).

Students who are awarded Federal Work Study obtain jobs available at the University of Miami campuses or at off-campus community service agencies that have been approved to participate in the program.

Student Assistant Program

All degree seeking, admitted, and enrolled students are eligible to apply for positions under the Student Assistant program. Student assistant positions are similar to Federal Work Study in terms of job responsibilities and rates of pay; however, they are not supported by federal funds.

Graduate Assistantship Program

Graduate Assistantships are mostly offered directly to students selected by their academic departments. Graduate Assistantships may include a tuition scholarship of varying amounts, in addition to work payment. Students must be admitted to a Graduate or Professional Degree Program at the University of Miami in order to be hired as a Graduate Assistant.

Off-Campus Employment

Students seeking career-related experiences and who have reliable transportation can work off-campus. Student Financial Assistance and Employment acts only as a referral service and makes no particular recommendations regarding off-campus employers. Off-Campus employers hire students directly and Student Financial Assistance and Employment is not responsible for safety, wages, working conditions, or other aspects of off-campus employment.

The University of Miami participates in E-verify, an Internet-based system that allows an employer, using information reported on an employee's Form I-9, to determine the eligibility of that employee to work in the United States. The E-Verify system is operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). Student employees need to present original documents to complete the Form I-9 and E-verify. A list of other acceptable documents can be found online at https://www.uscis.gov/i-9-central/acceptable-documents.