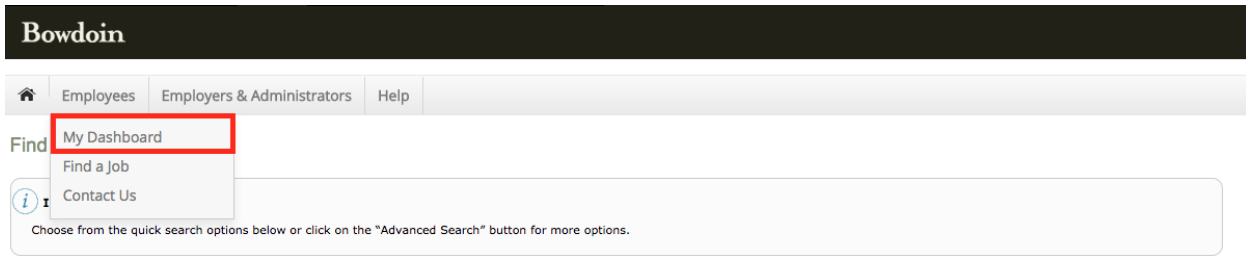


Quick Guide to JobMail

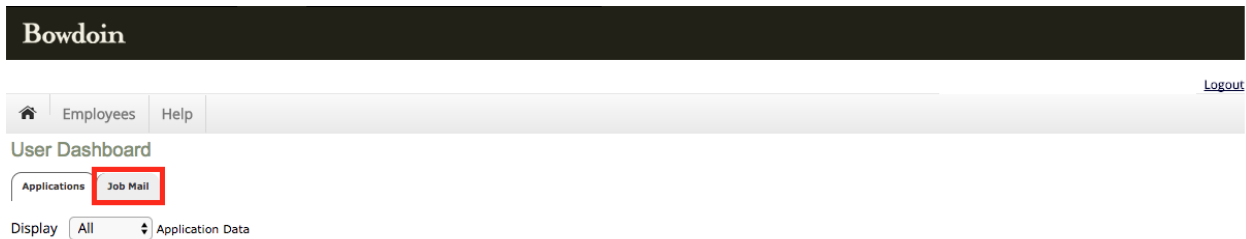
1. Click on [JobX](#) or “Find a Job” on the [Student Employment](#) website.

2. Hover over the “Employees” Tab and select “My Dashboard”



3. If prompted, log in using your Bowdoin email and password

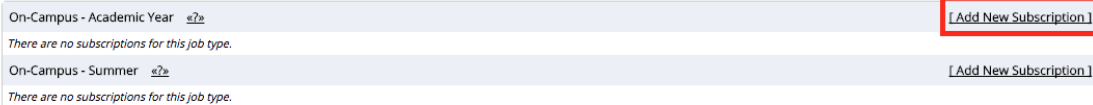
4. From your dashboard, select the “JobMail” Tab



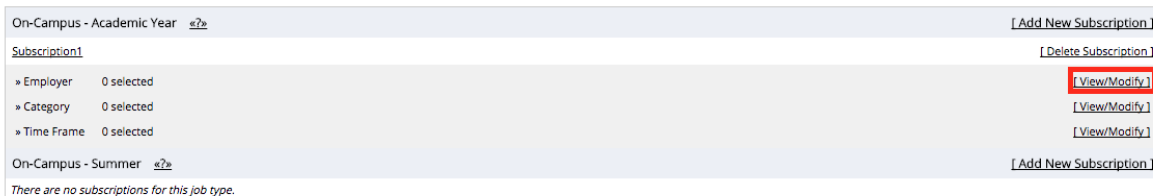
5. Choose Academic Year or Summer. Select “Add New Subscription.”

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.



6. Add subscriptions for different employers by clicking “View/Modify” then clicking “add” next to the employers you’re interested in.



Choose Employer(s) [x]

Selected Items [Remove All]
None selected

Available Items [Add All]

Academic Technology	[add]
Admissions Office	[add]
Africana Studies	[add]
Alumni Relations	[add]
American Musicological Society	[add]
Animal Care	[add]
Annual Giving	[add]
Arabic	[add]
Arctic Museum/Arctic Studies	[add]
Art History	[add]
Art, Visual	[add]
Asian Studies	[add]

[Done]

7. Add job categories.

Choose Category(s) [x]

Selected Items [Remove All]
Dining Services [remove]
Environmental [remove]
IT-Information Technology [remove]
Office and Administrative [remove]

Available Items [Add All]

Arts/Theatre/Dance	[add]
Athletics	[add]
AV Support and Services	[add]
Bookstore	[add]
Commencement and Reunion Weekend	[add]
Community Service	[add]
Computing Support and Services	[add]
Entertainment	[add]
Event Staff	[add]
Facilities Management	[add]
Library	[add]
Program Coordination	[add]

[Done]

8. When finished, click “Done”

9. Select the Time Frame. Choose “Add All” if you don’t want to miss a job.

Choose Time Frame(s) [x]

Selected Items [Remove All]
None selected

Available Items [Add All]

Academic Year	[add]
Fall Semester	[add]
Winter Break	[add]
Spring Semester	[add]
Spring Break	[add]
Summer	[add]
Temporary	[add]
Do not Use	[add]

[Done]

10. Before you leave the page, click Save Subscription(s)

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.

Save Subscription(s) *Changes must be saved to take effect.*

11. You’re all set! When jobs are posted on JobX that match the criteria you’ve selected you will be notified via your Bowdoin email.