

UNIVERSITY OF MIAMI  
COLLEGE of ENGINEERING

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**Guidelines for Advertising Job or Internship Positions**

Thank you for this opportunity! We appreciate your interest in recruiting tomorrow's technology leaders. To provide the best opportunity for candidates to respond to your recruiting needs, we suggest the following steps:

1. Please create a brief job description to include:
  - a. Position responsibilities
  - b. Required combination of experience, education and skillsets including citizenship or residence requirements
  - c. Contact Point(s) to which candidates should respond
  
2. Recruiters should then register and upload job/internship postings at no charge for distribution via our University of Miami online career system at [www.hireacane.com](http://www.hireacane.com) which reaches not only all currently enrolled students but alumni as well. As a registered recruiter, you can upload positions now and in the future and will also receive information on upcoming programs at the University of Miami including our twice annual [Career Expo](#) recruiting events, Info Sessions, tours, mentorships and many other opportunities to connect with the students here at the U.
  
3. After creating a post on Hireacane.com, you may also submit position postings directly for distribution internally at the College of Engineering via email and listserv to the appropriate students, by major or grade level. **PLEASE NOTE:** employers must complete step (2) to send job/internship requests directly to the College for internal distribution. If you wish to utilize this service, please include the position number from Hireacane.com and send requests to:

College of Engineering Office of Career Services  
Ann Helmers, Director  
[ahelmers@miami.edu](mailto:ahelmers@miami.edu)  
305.284.2058

4. We encourage recruiters to get involved with students through activities such as providing speakers for organizations, facility tours if appropriate, sponsorship of student activities and participation in special events such as National Engineers'Week. Thanks for your interest and

**Go 'Canes!**