



Division of Human Resources

How to Apply for Jobs at Miami Dade College (MDC)

As Easy as 1-2-3

External (Non-MDC employees) (Prospective) Candidates

1. You **must** create an account before applying for positions by visiting: www.mdc.edu/jobs/ and click on the **Prospective Employee** button. You will then be navigated to the Careers page where you will see the list of jobs available at the College.
2. Once you click on a job that you wish to apply, you will be taken to a login page where you can click 'Register Now' to create an account (provide your email address and create a password) and complete an application for the job.
3. See "**Further Instructions for all Candidates**" below.

Internal Candidates (Current MDC employees)

1. You may visit www.mdc.edu/jobs/ and click on the **Current Employees** button; you will be navigated to the MDConnect page where you sign in with your network username and password; or
2. You may also navigate directly to MDConnect, log in using your network username and password, to MDConnect Navigation: **Main Menu> Self Service> Recruiting> Careers.**
3. See "**Further Instructions for all Candidates**" below.

Further Instructions for all Candidates

- On the Careers site you can search for specific jobs by keywords, title, job opening ID, sort by department, job family, or campus. You may also apply, view and manage your application(s).
- You can apply to multiple jobs by selecting the boxes to the left of each job and clicking on the "Apply to Selected Jobs" button at the bottom of the page. You can select multiple jobs across multiple pages; the jobs will remain selected even if you click to view jobs on the next page.
- On the far right of each listed job, you will see a star. ☆ This is a "favorites" feature, which allows you to select jobs to be saved to your favorites tab for quick access and applying.
- Please be sure to follow and **complete each step** within the application; include accurate contact information, all current and previous employment history, supervisor's contact information, etc. Cover letters, resumes, references, and transcripts should be uploaded and may not serve as a substitution for completion of a step. For current employees, degree transcripts and references that are on file do not need to be resubmitted for promotional or transfer opportunities, unless there are updates not included in your personnel file.
- Submit your MDC application. The final step must be completed in order to be successful. You will receive an email confirmation, once you have submitted the application and may be contacted by the search committee or hiring manager for an interview.