



**6. From there, a screen will open that contains all your applications in order from top to bottom. Click “Print this Window”**

[ Print This Window ] [ Back to View Applications ]

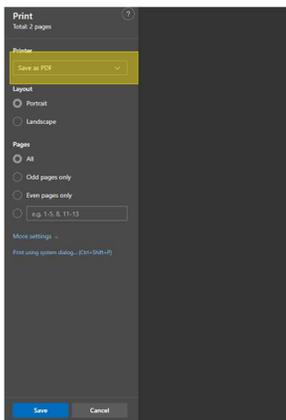
<b>General</b>	
First name	Janice
Middle name	
Last name	D'Onato
Email <small>Please use your university email address if you have one.</small>	didatjanice@gmail.com
PeopleSoft ID	3128100
Are you able to work during the summer?	Yes
If you answered yes to being available to work during the summer, how many hours per week would you be available to work?	up to 40 hours
What days & times are you available to work this summer?	All days and times
Have you been awarded Work-Study as part of your Financial Aid package?	No
When do you expect to graduate?	May 2025
Resume <small>A resume is required for this application. Please upload one file (PDF preferred) that includes this item.</small>	<a href="#">Download file</a>
Phone Number	860438115
Describe your work experience related to this job:	I am a current work study student in Financial Aid at Tunxis Community College and started this position in November 2021. I work in our Admissions and Enrollment Center assisting students in-person, via email and phone with their FAFSA and understanding their aid. I have experience assisting students who are not meeting SAI, have reached maximum hours and Pell limits, have unusual enrollment history and special circumstances, and more. I have experience with Banner, CSN, and Microsoft Office Applications. As an example of my experience, I most recently completed a 100-page project reviewing student grant requests and ensuring that aid disbursed correctly. If you have any questions about my experience, you may contact Financial Aid Director Sandra Valera at svalera@tunxis.edu, Associate Director Giancarlo Carbone at gcarbone@tunxis.edu, or Manager of Enrollment Operations Noel Rosamilia at nrosamilia@tunxis.edu.
<b>Notes</b>	
Application Submitted Date	4/30/2023 10:46:00 AM ET
Default Application Template Last Modified Date	1/14/2019 10:25:51 AM ET by Cindy Garrison
Job-Specific Application Questions Last Modified Date	4/29/2021 1:29:54 PM ET by Cindy Garrison

**Note: If you'd like to download the resumes as well - Each application contains a link next to the Resume option to “Download file”. Scroll through and click this link for each applicant – your computer will save these files to your downloads folder where you can view them and move them to another folder on your computer if you'd like.**

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**7. If you'd like to print the applications, you may do so. Alternatively, you can save them as a PDF by choose “Save as PDF” in your “Printer” options.**



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8. For more information about our Record Retention policy, please visit:  
[https://studentjobs.media.uconn.edu/wp-content/uploads/sites/2975/2025/04/StudentEmpRecords\\_2025-04\\_rev.pdf](https://studentjobs.media.uconn.edu/wp-content/uploads/sites/2975/2025/04/StudentEmpRecords_2025-04_rev.pdf)

## Downloading JobX Listings

1. On your JobX Control Panel screen, select “My Jobs” and then “Show My Jobs Only”

The screenshot shows the 'Your Selections' and 'Job Filters' sections of the JobX Control Panel. Under 'Your Selections', there is a 'Reset' link and 'Job Filters Applied: Job Status: Show All'. The 'Job Filters' section includes: 'Employer Type' (dropdown menu), 'My Jobs' (dropdown menu with 'Show My Jobs Only' selected), 'Employer Name' (dropdown menu), 'Job Status' (checkboxes for Listed Jobs (0), Pending Approval (0), Review Mode (2), Storage Mode (0), Deleted (2)), 'Approve External Jobs' link, and 'Job Type' (dropdown menu). Below the filters, there is a 'Supervisor Access' indicator and an 'Application Search' link.

2. If you want to download all your jobs and you have more than 25, be sure to select “All” where it says “Show 25 results per page”

The screenshot shows a table of job listings. At the top, there is a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown menu. The dropdown menu is open, showing options for 25, 50, 100, and All. Below the dropdown, there is a table with columns: Ref #, Title, Contact, Job Type, App #, Listed, and Actions. The first row shows a job with Ref # 15040, Title 'Class II - Student Administrat...', Contact 'Jamie DiDato', Job Type 'Storrs Campus', App # '9 (4 New)', and Listed '07/31/24'.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
15040	Class II - Student Administrat...	Jamie DiDato	Storrs Campus	9 (4 New)	07/31/24	  

3. Next, if you want to download all your jobs, click the “Select/Deselect All” button. If you want to only download certain ones, click the checkboxes next to those names.
4. Last, select the “Print” button

Job Actions:

 Delete
  Export
  Print
  Email Supervisors

Select/Deselect All Show  results per page  to 4 of 4 | << < > >> |

 REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)

Office of Student Financial Aid Services -Student Employment

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input checked="" type="checkbox"/> 15040	<a href="#">Class II - Student Administrat...</a>	Jamie DiDato	Storrs Campus	<a href="#">9 (4 New)</a>	07/31/24	  
<input checked="" type="checkbox"/> 15554	<a href="#">Class II - Student Administrat...</a>	Jamie DiDato	Storrs Campus	<a href="#">12 (0 New)</a>	02/26/25	  

- From there, a screen will open that contains all your listings in order from top to bottom. Click “Print this Window”

Class II - Student Administrative Assistant - 2110ST

Date Listed	7/31/2024 11:21:22 AM
Job ID	15040
Employer	Office of Student Financial Aid Services -Student Employment
Category	Administrative Support
Job Type	Storrs Campus

- If you’d like to print the listings, you may do so. Alternatively, you can save them as a PDF by choose “Save as PDF” in your “Printer” options.

Print ?

Total: 6 pages

Printer

Save as PDF

Layout

Portrait
   
 Landscape

- Once you’ve saved the PDF, you can copy and paste the language into your 12Twenty listings.