PART-TIME WORK OPPORTUNITIES

LOOKING FOR PART-TIME WORK?
WANT TO BOOST YOUR EMPLOYABILITY?
GET A PART-TIME JOB LOCALLY OR ON CAMPUS AND DEVELOP THOSE ESSENTIAL SKILLS FOR YOUR CV.

Don’t overdo it! We recommend that you don’t work more than 15 hours a week alongside your studies.

ESSEX CAREERHUB
Includes our free vacancy board advertising a range of opportunities, including part-time roles and vacation work on-campus and in the local area. Log in using the first part of your Essex email (you don’t need the @essex.ac.uk bit!) www.essex.ac.uk/careerhub

FRONTRunNERS
Offers on-campus paid part time opportunities, giving you the chance to gain relevant work experience and develop skills in the supportive and interesting environment of a university department. Opportunities are advertised three times a year on the frontrunners website at www.essex.ac.uk/frontrunners

ESSEX INTERNS
The Essex Interns Team is here to find short-term, paid internship opportunities exclusively for Essex students and graduates. Visit www.essex.ac.uk/careers/internships to sign up to receive information about these paid local internships direct to your inbox!

STUDENTS’ UNION
The Students’ Union have a large recruitment round in November, but opportunities may come up at other times.

On-campus part-time vacancies can be found at www.essexstudent.com/jobs

Further opportunities for on-campus experience at www.essex.ac.uk/careers/job_hunting/on_campus.aspx

UROP
Undergraduate Research Opportunities Programme is a scheme specifically for undergraduate students to become research assistants, learn how to work on a larger research project and be part of the academic community. Vacancies are advertised throughout the year from the beginning of the autumn term at: www.essex.ac.uk/urop

STUDENT AMBASSADORS
Current students who help to promote the University and higher education. As a Student Ambassador you can get involved in a whole range of opportunities, in particular helping our Student Recruitment and Education Outreach and Admissions teams. This includes working with young people, supporting events including applicant days, open days, higher education fairs and campus visits, and providing campus tours to visitors.

Recruited each year via CareerHub at the start of the Spring Term (January) at both our Colchester and Southend Campuses.

To find out more email casnow@essex.ac.uk

APPLICANT DAY AMBASSADORS
Selected by academic departments to assist with Applicant (interview) Days held on campus. These Applicant Days are primarily aimed at students who have already applied to study at Essex.

Nominated students are recruited in October at both campuses. Please contact your department prior to this to register your interest in the role.

Academic departments will interview and nominate students for the role. Once nominated, the Recruitment Events Team will be in touch.

To find out more please speak to your Department Administrator.

For Southend Applicant Day Ambassadors, please email Gary Royston: groyston@essex.ac.uk

www.essex.ac.uk/see/careerhub
**EVENT ESSEX**

Event Essex are looking for Conference Team Leaders and Conference Assistants. First point of contact for all conference guests, good customer service and admin skills required, good knowledge of campus is an advantage. Roles are full time from mid-June to mid-September.

Roles are advertised in January on CareerHub, interviews take place in March.

For more information visit the Event Essex office - 5N 5.6 off Square 4, next to Santander.

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**REGIONAL WEBSITES**

For local part-time opportunities:
www.workingforessex.com
www.jobsinessex.com
www.gazette-news.co.uk/jobs

Search for Jobs in Colchester on Facebook, Twitter and LinkedIn

**RESIDENCE LIFE**

Builds a safe and inclusive community that supports students to grow and succeed at the University of Essex. Join a friendly team of students and staff to help students become involved and connected to their peers and university.


Keep your eye out for information sessions when you return from winter break: www1.essex.ac.uk/accommodation/support/reslife.aspx

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**JOBCENTRE PLUS**

Jobcentre plus is located at 40 Crown Buildings, Chapel Street South in Colchester (CO2 7AZ). Jobseeking information and their vacancy database is available at www.gov.uk/jobsearch

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**RECRUITMENT AGENCIES**

Recruitment agencies recruit staff for a large number of local employers. We recommend you search for recruitment agencies via The Recruitment and Employment Confederation (REC)
www.rec.uk.com

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**INTERNATIONAL STUDENTS**

If you are able to work whilst you are studying in the UK, the hours and type of work you are able to do will be restricted. If you need specific information about your visa, or whether you can work in the UK, then please seek advice from:

- Student Support
  www.essex.ac.uk/immigration/enquiry
- SU Advice Centre
  www.essexstudent.com/advice
- Work information for non-UK students
  www.essex.ac.uk/careers/job_hunting/international.aspx

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**ACCOMMODATION ESSEX**

Temporary Housekeeper / Porter positions available starting in June. The term of the employment can be anything from two weeks to four months dependent on business needs.


For more information visit the Student Information Team at the Silberrad Centre or telephone 01206 874000.

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**WELCOME ASSISTANTS**

Accommodation Essex and the Registration Team are looking for highly motivated students who are passionate about making a positive contribution to the student experience to work as Welcome Assistants during this year’s Arrivals Day and Registration event.

The role includes working within the student residences on Arrivals Day, meeting and greeting our new students and their families as well as signposting to key areas on campus. Duties at the Registration event include pro-active queue management, answering general student enquiries, ensuring the comfort of queuing students, general admin duties and acting as runners if needed.

Advertised at the end of May on CareerHub. Students must be available to attend training during the last week of September to commence the first week of October.

Please contact the Registration Office via email if you have any questions - regoff@essex.ac.uk.

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ALL OPPORTUNITIES WILL BE ADVERTISED ON CAREERHUB
WWW.ESSEX.AC.UK/SEE/CAREERHUB

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All our handouts and information leaflets are available in other formats on request. The Employability and Careers Centre makes this information available in order to help students and graduates make well informed choices regarding employment opportunities, postgraduate study options and career paths. We make every effort to ensure that the information is accurate and up to date but can accept no responsibility for errors or omissions.

2018/19