



University
of Exeter

How to find a part-time job

Searching for a part-time job is not the same for everyone as you need to personalise how you filter the options available and fit it around your course.

Why should I consider getting a part-time job at university?

Many students wish to additionally support their social life, clothing allowance, travel costs, phone bills etc. through part-time work. Students may undertake part-time work as a route to gaining work experience which will help explore career options available to them and benefit their future career through networking and gaining skills.

Many students may also choose to undertake some part time work whilst at university to learn how to handle their own money, meet local people of all ages in the community, understand a different perspective and importantly it is enjoyable! Use the guide below to research how to find one effectively.

Think about:

- Location from accommodation and access to public transport to arrive on time
- Pay per hour
- Application process
- Skills/Qualifications required
- Employer reputation and culture
- Contract – Christmas/Holidays/term time
- Hours per week (Zero hour contract or regular hours) – **the University strongly advises that you work no more than 15 hours per week (undergraduate) and 6 hours per week (postgraduate – full-time), as extra work may adversely affect your studies.**

Where to find jobs?

Once at university you can use the University's Career Zone to search for local and national work. Alternatively here are some websites where you can search for roles and gain career advice on interviews and the application process:

- [gov.uk/find-a-job](https://www.gov.uk/find-a-job)
- [indeed.co.uk](https://www.indeed.co.uk)
- [reed.co.uk](https://www.reed.co.uk)

If you want flexible work that fits well around your study commitments then the University itself employs hundreds of students:

- Become an ambassador to be paid to talk about your experiences and work with departments across the University: [exeter.ac.uk/ambassadors](https://www.exeter.ac.uk/ambassadors)
- Work as part of the temporary staff bank to complete roles such as administrators, receptionists, personal assistants, customer services, and much more! [exeter.ac.uk/staff/employment/tempworkers/tsb](https://www.exeter.ac.uk/staff/employment/tempworkers/tsb)
- Talk to current students on Unibuddy to ask them about how they found gaining part-time work: [unibuddy.co/embed/university-of-exeter/colour/5e2163/buddies/students](https://www.unibuddy.co/embed/university-of-exeter/colour/5e2163/buddies/students)
- Save the Student is a good website to find specialised student focused advice about gaining part-time jobs: [savethestudent.org/student-jobs](https://www.savethestudent.org/student-jobs)

CV

A CV (curriculum vitae) is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. Write a CV to ensure you can highlight your skill set. You will also be able to recognise any gaps in your skills or experience which will assist you in shortlisting roles and making applications.

ucas.com/careers/getting-job/how-write-cv lots of information to take you through step by step the details needed in a CV.

reed.co.uk/cvbuilder helps you create a CV online.

How to build your skills

82% of all jobs now require digital skills. The government has created free online courses to improve digital and numeracy ability on a range of topics from digital marketing, managing social media, coding and presentation skills.

MOOCs (Massive open online courses) are also available on a range of topics from basics of teaching, first aid, cyber security and business management. This will give you the opportunity to keep practising your study skills, develop professional expertise and network with experts from many Universities and Businesses.

futurelearn.com

Volunteering can help you to develop new skills and get useful work experience. It's also a good way to support your community and help others. You can find out more about volunteering from:

- do-it.org
- volunteermatters.org.uk/want-to-volunteer

At university

Once you are a registered student then you will have the opportunity to attend jobs fairs, employers' talks, 1:1 guidance appointments, student start up workshops and career mentor scheme all as part of the University's free careers service. exeter.ac.uk/careers

Read this blog to find out more about our current students' experiences: blogs.exeter.ac.uk/careerzone

Whilst at university, students are encouraged to seek advice from their Personal Tutor or from Student Counselling. exeter.ac.uk/students/wellbeing/resources-and-services/counselling if they are facing severe financial difficulties or encountering debt problems. The University also provides many bursaries and scholarships to support students with their finances. Explore this website to find out more about the financial support available to you exeter.ac.uk/students/finance/studentfunding



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