

PART-TIME JOBS PACK

University of Exeter | Career Zone

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Welcome to the part-time jobs pack which aims to help you find paid work whilst you study.

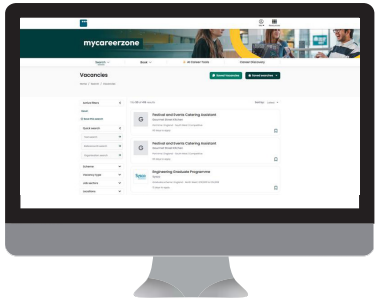
CLAIM YOUR MYCAREERZONE ACCOUNT

Activate your MyCareerZone account by signing in and confirming your details. Don't forget to update your profile with relevant information such as your career objectives and the type of vacancies you are interested in.

To do this please visit:
mycareerzone.exeter.ac.uk



MYCAREERZONE JOBS



Check out the 'Jobs' section on MyCareerZone. We regularly add casual work opportunities here which can help you gain transferable skills and earn extra money whilst you're studying.

GUIDANCE ON WORKING HOURS

If you have concerns about the number of hours you need to work and the possible impact on your studies, you could discuss this with your personal tutor or the Students' Union Advice Service.

STUDENT AMBASSADOR SCHEME





Student ambassadors are booked to work on a wide range of events and activities throughout the year. This is a great scheme to join if:

- You want to share your university experiences with others
- You want flexible work that fits well around your study commitments
- You want to enhance your existing skill set and increase your employability
- You want to get paid. Student ambassadors earn from £14.12 an hour including holiday pay.

Visit exeter.ac.uk/ambassadors to find out more about the scheme, hear from previous ambassadors and apply.

STUDENT CAMPUS PARTNERSHIP (SCP) OPPORTUNITIES

The Student Campus Partnership scheme can provide you with paid work on campus. This will develop your skills, knowledge and experience to aid your future career and will also count towards your Exeter Award.

You can earn between £14.12 and £14.33 an hour including holiday pay.* You will find a mixture of campus based and remote working opportunities available as a result of many university teams now working more from home. All SCP roles are advertised on our MyCareerZone jobs board.

Visit bit.ly/UOESCP to find out more and don't forget to sign up to the SCP bulletin to receive a regular list of SCP vacancies!

STUDENT BUSINESS PARTNERSHIPS (SBP) OPPORTUNITIES

Each year the University of Exeter assists the recruitment of ambitious students into off-campus employment. The internships are available throughout the year, offering part-time hours during term-time and up to full-time hours during vacation periods.

You'll find roles advertised which require remote working, being in the workplace or hybrid i.e. a mixture of the two.

We will advertise internships from all sectors including marketing, IT, web development, PR, technical or environmental issues, engineering, market research, business planning and accounts. All positions will receive at least National Minimum Wage, although some employers will offer more £££!

Visit bit.ly/UOESBP to find out more. Be sure to sign up for the SBP bulletin to receive a regular list of SBP vacancies!

**Rates of pay accurate as of 2026.*





THE FALMOUTH AND EXETER STUDENTS' UNION

Look out for part-time and seasonal opportunities which are regularly posted on the SU website. Visit **thesu.org.uk/jobs** to view current vacancies.

The Students' Union also advertise local volunteering opportunities on their volunteering portal **thesu.org.uk/activities/volunteering**

If your CV is looking a bit light on work experience, volunteering is a fantastic way to build new skills, understanding and confidence in readiness for your next job application.

Employers are looking for candidates with a range of experiences. Volunteering with community arts projects, young people, the elderly, conservation projects or other types of charity work can really help your future job applications.

FX PLUS

Falmouth Exeter Plus (FX Plus) is the shared services delivery partner of Falmouth University and the University of Exeter in Cornwall.

Jobs typically involve bar work in the Stannary, working in the campus shop or cafes and cleaning around the campus. To find out more and search for current vacancies, visit **bit.ly/FXPlus-work**

LOCAL RETAILERS AND HOSPITALITY BUSINESSES

Here is a list of just some of the local employers in the Falmouth and Truro area. Make sure your CV is up to scratch and contact them to see if they have any positions available.

FALMOUTH & PENRYN

Retail

Ann's Cottage, Asda, B&Q, Baker Tom's Bakery, Boots, Bosuns Locker, Clarks, Co-op Food, Crew Clothing, EE, Finisterre, Holland & Barrett, Iceland, Lidl, Martins Bakery, Mountain Warehouse, New Look, Pets at home, Phoenix Cinema, Princess Pavillions, Roly's Fudge Pantry, Sainsbury's, Seasalt, So Sweet, Spar & Post Office, Superdrug, Tesco Express, The Cornish Store, Trago, Vodafone, Willow & Stone.

Hospitality

Amanzi, Balti Curries, BooKoos, Budock Vean, Cribbs, Espressini, Fives Cyderhouse, Fuel, Good Vibes, Greenbank Hotel, Gylly Beach Café, Harbour Lights, Harbour View, Indidog, Jacobs Ladder, Kernow Wine, Koffiji Café, Kona, Mangoes, Moth and Moon, Nepalese Gurkha, Oddfellows Arms, Penmere Manor Hotel, Ragamuffins, Rising Dragon, RoBo, Sabzi Deli, Seaview Inn, St Michaels Hotel, Swanpool Beach Café, The Beach House, The Boathouse, The Cornish Bakery The Falmouth Hotel, The Kings, The Meat Counter, The Merchants Manor Hotel, The Pier Café, The Quayside Inn, The Ranch, The Shed, The Stable, Toast, Warrens Bakery Wetherspoons, Windjammer.

TRURO

Retail

Sainsbury's, Tesco, Lidl, Aldi, FatFace, JD Sports, Primark, Co-op Food, Saltrock, Superdrug, Schuh, Waterstones, Roly's Fudge Pantry, Truro Arts Company, Lush, HMV, Uneeka, The Body Shop, Deichmann, Moshulu, Pandora, Seasalt, Post Office, Cotswold Outdoor, L'Occitane en Provence, TK Maxx, Holland & Barrett, Boots, WHSmith, The White Company, Whirlwind Sports, Pennyworths, Great Cornish Food Store, Waitrose, The Works, White Stuff, Malletts Home Hardware, Mountain Warehouse, New Look, Clarks, Hall for Cornwall, Ladbrokes, Card Factory, Poundland, Claire's, WTW Cinemas, Whistlefish Gallery, Marks and Spencer.

Hospitality

J D Wetherspoon, Archie Browns, Hubbox, Zafiros, Sam's in the City, Xen Noodle Bar, Vanilla, Rowe's Cornish Bakers, Costa, The Old Cheese Shop, Pizza Express, Mannings, Vertigo, Warrens Bakery, The Office, Dominos, The Cornish Vegan, Ask Italian, Café Nero, Café Uneeka, Bunters, Bread & Butter, The Longstore, Sabzi Deli.

CAREER ZONE SKILLS SESSIONS



Take advantage of our 'Finding a Part-Time Job' workshop, weekly skills sessions and employer/ alumni events and give yourself the best possible chance of securing a job!

You can find and register for all our employability events on MyCareerZone: mycareerzone.exeter.ac.uk or have a browse through the online resources on MyCareerZone Digital: mycareerzone.careercentre.me/Members which offer guidance with application forms, CVs, covering letters, interviews and more.

Don't forget our CV, Covering Letter and Application Form Checking Service.

If you're applying for a job then the Career Zone team are happy to check over your CV, covering letter or application form before you send it off.

You can book an appointment by contacting the Career Zone team. These appointments last 15 minutes.

INTERNATIONAL STUDENTS

Student visas

Most Student visa holders are allowed to supplement their funds or gain work experience by working part-time while they study, as long as they meet the restrictions and conditions outlined by the UK Government and the University. It is best to check your visa and visit the International Student Support pages to make sure you're working within the restrictions of your Student visa.

Student visa holders at most levels of study are entitled to work for up to 20 hours per week during term-time and full-time during holidays – again, check the International Student Support pages for further details or contact the International Student Support team for advice and guidance.

Visitor / short-term study visas

There are very strict restrictions in place relating to any form of work for holders of these visa types so it is important to check the gov.uk pages to make sure you remain compliant.

exeter.ac.uk/careers

GETTING A NATIONAL INSURANCE NUMBER

National Insurance numbers are FREE, do not pay for one!

Everyone who works in the UK in a regular paid role is required to have a National Insurance (NI) number which is a unique personal reference number for all your tax/employment affairs. Your National Insurance contributions vary depending on how much you earn.

If you are an international or EEA student and are intending to get paid employment in the UK, we suggest applying for a NI number once you start looking for work.

To apply you will need to contact 0800 141 2075 or visit gov.uk/apply-national-insurance-number

If you have any questions about completing the form please book an appointment with our Career Zone team.

FURTHER SUPPORT

- If you're an international student the Career Zone's international job advice pages contain useful information: bit.ly/INTstu. For further support please book an appointment with the Career Zone team.
- For advice on funding, housing or problems with your course you should contact The Students' Union, seek advice from your personal tutor or contact the Peter Lanyon Info Point on info.penryn@exeter.ac.uk
- With the exception of research participation, all employment advertised on MyCareerZone is paid at least National Minimum Wage (NMW).
- If you are unsure about the legality of your employment please speak to the Career Zone team.
- If you are looking for work experience then taking part in volunteering and curriculum based placement modules are great ways to develop skills, knowledge and confidence for your future job applications.









EVENTS AND NETWORKING

PANEL EVENTS

Panel events are a great way to find out more about a career sector you're interested in. Hear about the career paths our alumni have taken after graduating from the University of Exeter and ask your career questions.

SKILLS SESSIONS

Our skills-focused training sessions cover a wide range of employability topics to help you find and secure your dream career. Topics we cover include job hunting, using LinkedIn, interview success and many more.

PRESENTATIONS & CAREERS FAIRS

Each year we host a range of top employers who want to share their opportunities with current students.

Recruiters will also cover what it's like to work at their organisation and offer their tips for success in the recruitment process.

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Email: careers@exeter.ac.uk
Live chat: exeter.ac.uk/careers

Follow us on LinkedIn and Instagram for the latest jobs, events and opportunities from the Career Zone.

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mycareerzone Log in to MyCareerZone to view all our virtual and on-campus events

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Details correct at the time of going to print (September 2026).

2026EAS094