

University
of Exeter

Career Zone



PART-TIME JOBS PACK



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

GET STARTED WITH YOUR MYCAREERZONE ACCOUNT

Get started with your **MyCareerZone** account by logging in and updating 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 Exeter Students' Guild Support 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 £15.07 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 £15.07 and £15.30 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.

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 £££!

Scan to find out more about Student Campus and Business Partnerships. Be sure to sign up for the bulletin to receive a regular list of vacancies!



*Rates of pay accurate as of 2026.



THE EXETER STUDENTS' GUILD

The Guild offer a range of paid part-time opportunities throughout the year, which you can learn more about here: thesu.org.uk/jobs

They also offer lots of great volunteering opportunities, which can be a really helpful way to start building your professional CV if you don't have a lot of work experience just yet (and that's okay!)

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.



Scan to find out more about Part-time job opportunities



LOCAL RETAILERS AND HOSPITALITY BUSINESSES

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

Retail

John Lewis, Marks & Spencer, Primark, Next, H&M, New Look, Zara, AllSaints, River Island, Hollister, Oliver Bonas, Lucy & Yak, FatFace, Boots, Lush, Molton Brown, L'Occitane, Space NK, The Perfume Shop, JD Sports, Skechers, CeX, Flying Tiger Copenhagen, Pandora, Build-A-Bear, Sainsbury's, Tesco, Morrisons, Waitrose, Aldi, Lidl, The Real McCoy, Bookbag, Rooster Records, Sobey's Vintage Clothing, Moko, Mounts Bay Trading Co, Monty's Jewellery, Leaf Street, Magdalen Cheese & Provisions, Bon Gout, Greendale Farm Shop, Darts Farm Shopping Village.

Hospitality

Chandos Deli, Harry's Restaurant, Calvo Loco, Bill's, Hub Box, Rosa's Thai, Turtle Bay, Nando's, On The Waterfront, Browns Brasserie & Bar, Zizzis, The Ivy, Turks Head, Ship Inn, The Fat Pig, Mount Radford, The Botanist, The Holt, Puerto Lounge, Krave, Boston Tea Party, Pret A Manger, Between Bread, Starbucks, Artigiano, Caffè Nero, Coffee #1, Devon Coffee, Costa Coffee, Red Panda, Pop Kitchen Exeter, Herbies, Sacred Grounds, Lloyd's Lounge, Mill on the Exe.

These are by no means exhaustive lists and there are lots of other retailers and hospitality providers in and around Exeter that you can look for work with – but it's a starting point!

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.



Scan to find out more about restrictions of your visa.



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 [Exeter Students' Guild](#).
- 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. Attending careers fairs is also a fantastic opportunity to meet and network with recruiting employers face-to-face.

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

For networking opportunities in the local community, contact us at StudentEmployment@exeter.ac.uk or look out for the 'Networking' section in the internships bulletin.

Student Services Centre,
University of Exeter Forum,
Stocker Road,
Exeter, Devon
EX4 4SZ

Tel: 01392 724493

Email: careers@exeter.ac.uk

Live chat: [exeter.ac.uk/careers](https://www.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).*