Looking for part-time and temporary work

Many students find that they need to work in order to support themselves financially as well as gain some valuable work experience and skills. But finding work that is supportive of your studies can be difficult. This guide aims to help you in your search with information on where jobs tend to be advertised, some words of warning and the various types of work usually on offer to students.

Before you start looking make sure that you are fully prepared.

Why are you looking for work?
This question is useful for interview preparation and is often the first thing you will be asked!

Money? Students are under increasing financial pressures, but avoid mentioning this as one of your motives! Also, if this is your main reason for looking for work, do check that you are receiving all the other financial help to which you are entitled, for example loans, grants, council tax exemption, etc. You can do this by talking to a Student Adviser. Tel: 0207 040 7040 or email fundsservice@city.ac.uk

Work Experience? Employers are looking for graduates with work experience as well as qualifications. Part-time work can be a great way of getting insight into an industry, workplace or lifestyle. For international students, part-time work is an opportunity to gain some insight into British culture as well as a chance to improve on and expand language skills.

Can you work?
International students are normally permitted to work 20 hours per week during term time and full time during vacation periods. However, these regulations may be subject to change. Make sure you stay within regulations to avoid jeopardising your visa. Speak with the International Student Advisers in the Student Centre if you have questions or concerns.

Are you ready to apply?
Have your cv ready so that it can be used as a reference when completing application forms. Remember that these may need altering and should be tailored to the specific job/company that you are applying to. For further advice, a cv check, or tips on completing applications and attending interviews, please ask at the enquiries desk in the Career Centre or book an appointment on CareersHub.

Where can I look for vacancies?
Unitemps
Unitemps is an online recruitment agency that helps students and recent graduates find work in the university and with businesses in the local area. Jobs are available all year round and range from full-time administrative positions to one-off campus events. Register with Unitemps online now to get started.

City CareersHub
The Career and Skills Development Service operates an online service full of employment opportunities. All current City students are automatically registered with the service and will be able to log in using your usual university username and password. Browse jobs on CareersHub.

You can also find employers, vacancies and agencies through the Internet using search engines.

Job Centres / Employment Services
Vacancies can be viewed at electronic job points in the Job centres and online here.
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Recruitment agencies

By law recruitment agencies cannot charge you. Instead they charge the employer commission for recruiting for their vacancy. Very occasionally there may be charges for helping you with your cv etc. You may wish to think carefully about using agencies which do this. For specialist agencies the best source of information is www.rec.uk.com/ which is an online listing of agencies and can be searched by type of work required.

There are two types of agencies:

- General agencies offering a wide range of jobs (up to the level of junior management)

- Specialist agencies with professional vacancies in one particular area (such as accountancy or logistics).

It is necessary to check if specialist agencies take recent graduates as some only have vacancies for experienced personnel. High Street agencies usually take you on their books but may offer non-graduate level vacancies. These, however, can be useful for temporary or stop gap employment. Agencies will either want a copy of your cv or for you to complete their own form. Some may invite you for interview and you should treat this like a proper job interview. Others may just talk to you on the phone. They will then send your cv or form to employers who are advertising relevant vacancies.

Points to Watch

Your importance to the agency is the commission that they will gain from the employer - they are not there to offer careers advice. Be cautious with those that tell you the graduate job market is poor and that you should take a low level vacancy - unless of course you do want it. It is necessary for you to get in touch with the agencies regularly, as this shows you are keen to get a job. High Street agencies often only deal with vacancies in the local area, so it may be wise to register with all the agencies in the areas that you are willing to work.

Finding Agencies

As well using the Careers Service website, web search engines, Yellow Pages and similar business telephone directories have addresses and telephone numbers of agencies. You can also view lists of general and specialist recruitment agencies in the CareersHub resources section.

Professionalism and Temporary Work

The best way to continue to receive temporary assignments and work on a casual basis is to develop a good relationship with your employer and/or recruitment agencies. Remember that recruitment agencies may have hundreds to thousands of candidates on their books. Create a good impression by being polite, punctual and professional in person, on the phone and over email. Take cover letters and interviews seriously and make sure to use correct punctuation, capitalisation, spelling and professional wording in written communications. Make sure you are able to work on any days you commit to and call your manager or recruitment consultant as soon as possible if you are ill or unable to work.

Which areas of work are suitable for students?

Clerical / Secretarial

This type of work is relatively easy to obtain with agencies offering temporary work at an hourly rate – usually around £6 - £10, depending on skills required. Experience of Microsoft Office will be expected and typing speeds above 45 words per minute will attract better rates of pay. Some agencies will have several branches throughout Central London.

Service Industry (Bar, Retail, Hotel and Catering)

It is often a good idea to approach bars, restaurants, hotels and shops directly. Many establishments will place a “Staff required” sign in the window. They also advertise in local newspapers, newsagents and Job Centres. For large chains (such as supermarkets) you can often find vacancies on their websites. Alternatively, look up their Head Office and contact the Personnel Department – they will let you know which branches have vacancies.

Some students find part-time work with contract caterers and agencies. These companies handle large, one-off events such as exhibitions and conferences, corporate parties and sporting events etc.

Market Research

Research is a flexible source of work as it can usually be done in evenings and at weekends and sometimes from home. It does not usually require any specific knowledge – just a good telephone manner (as it is often conducted in the form of telephone interviewing) and the ability to take clear, concise notes. There are also lots of opportunities for students who speak more than one language. Work will usually be on a casual basis – i.e. there will be no guarantee of the same amount of work each week.

Languages

If you are an international student you will have language skills that are sought after by a number of employers. You can look for positions for people with language skills at various websites.
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Libraries
Libraries often require part-time assistants. There are many library recruitment agencies although you can find jobs directly through Councils, Universities and websites specialising in library based jobs, such as: www.lisjobnet.org.uk or www.jobs.ac.uk

Domestic
This includes childminding, cleaning and gardening. Classified adverts in Time Out are a good source of these jobs, as are cards displayed in shop windows. Alternatively, you can find details of babysitting agencies through Internet searches. You should be careful when working for private employers and be sure to be safe. You will also need to be aware of issues such as Criminal Record Bureau (CRB) checks.

Security
This involves shift work guarding premises or high profile events. Try Job Centres - especially in areas with exhibition halls. Security agencies are another good source that you can find through the Internet or looking in the Yellow Pages.

Unskilled and Manual Work
These jobs are not that well paid but are often a welcome relief from studying. Most of this type of work is found through agencies.

Seasonal Work
This is often related to the tourist industry but also includes vacancies on farms, summer schools and play-schemes. Vacancies are advertised as early, so apply early as the jobs go quickly!

Working Abroad
Thousands of students choose to work overseas. It can be a fun and potentially life-changing experience. Most find their work through working holiday visa programmes such as BUNAC & The Winston Churchill Memorial Trust. Links to other established programmes can be found on Careers Hub resources under Working Abroad.

Resources

Untemps
Check out the Untemps website for part-time and temporary jobs geared specifically to students around the University and in the local area.

www.untemps.com

CareersHub Vacancies
Our vacancy board has hundreds of vacancies with companies across all sectors around London and the UK.

Careershub.city.ac.uk/students/jobs

Useful Websites
These are some of the most used job search sites that cover all types of jobs.

www.reed.co.uk
www.indeed.co.uk
http://jobs.theguardian.com/
https://www.gov.uk/jobsearch
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