



JobShop guide to: Getting a part time job!

www.staffs.ac.uk/jobshop

Jobs online 24/7

Where are the jobs?

The main web site for Staffordshire University students to find part time/vacation work is www.staffs.ac.uk/jobshop. You will need to register with your details (use a non university email address, so that you can still access the graduate jobs at a later stage).

Jobs from the jobShop database and suitable student jobs from local newspapers are displayed on job boards in the Careers Centres in Stafford and Stoke, and in folders in the Students Union advice centre.

The JobShop advertises part time (term time), vacation work, and summer projects/ internships. We make basic checks that these vacancies are suitable for students and advertise a range of jobs on and off campus. 12 month placements are provided through faculty placement offices and you should contact the faculty office regarding these as they will need to be validated if an official part of your course.

We recommend you check this database regularly as part time work can come and go quickly. Remember to attend the student Job Fairs, advertised on "What's On" at www.staffs.ac.uk/careers. The 2010 student Job Fairs are Oct 6 in Stoke, Oct 13 in Stafford.

One to one help for students with Kathy (Mondays and Fridays in Stafford, Tuesdays and Thursdays in Stoke), you can also email jobshop@staffs.ac.uk JobShop is based in the Careers Centre, which is in Beacon, Stafford, and in Cadman, Stoke.

Don't forget that all jobs give you skills and experience and doing part time work will help you be more employable for graduate level work. Why not take our careers module "Manage your Career" - come and ask us in the Careers Centres.

What type of jobs can students get?

It varies tremendously – here are just a few examples of where students work:

- On campus, eg student ambassadors, student associate scheme, or in Union venues
- Theme Parks – can be good for full time vacation work, or weekends
- Survey work (can be a couple of days' work at a time)
- Part time and full time (summer) placements/projects (excellent way to boost your CV)
- Promotional work (can be on or off campus)
- Part time teaching (can be related to your subject)
- Youth working (qualifications not always required)
- Call Centres or Office work
- Cleaning and other domestic work
- Mystery shopping
- Self Employment, eg Web design, catalogue distribution
- Holiday jobs (lots of sports based roles, some with accommodation)
- Overseas summer jobs (such as American Camps)

How much should I work?

Full time students are advised not to work over 16 hours per week during term time. If you are an International student, please make sure you read our separate JobShop guide “Part time working – international Students”. Most international (non EEA) students are not permitted to work as “self employed” – this will be clearly stated on the adverts. If you can plan ahead and get a full time summer job, this might be better than working during term time, it depends how you can organise your workload. Other students take many smaller jobs throughout the year at times to suit their study schedule. Come and see us if you need advice on this.

Increase your chances of getting a job

A well presented application will increase your chances of getting the job – make sure you take advantage of our CV sessions (check “What’s on” at www.staffs.ac.uk/careers) – sample CVs in the JobShop are also available to help you.

Applying for jobs advertised in the Jobshop, you are dealing directly with employers and as such you are responsible for the contracts you enter into. If you have any doubt, please contact the JobShop for advice. Also, remember to dress appropriately for an interview. It is not necessary to wear a suit for a warehouse or bar job, but it is important to look smart in order to give a good first impression.

How do I get a job in a shop or restaurant?

Good question – it used to be easy to pick up a local bar job, but in times of recession there are more applicants than jobs. Where possible we do advertise for shops/bars but many large retailers only recruit online (and we advertise the links to apply online, but you will also have to check if that particular store has current vacancies,). Those who don’t take online applications prefer you to leave the CV in the store. If we are not advertising their jobs, you are perhaps best to take a few copies of your CV into town and drop them into the smaller shops and bars. If you can’t get a job in retail, have you considered other types of work?

Using Agencies

You may decide that using an agency suits you. Agencies work on behalf of employers to secure work – you will most likely be required to register and visit in person before they start helping you to find work. We recommend that you check that the agency is a REC member. The agency website will state whether they belong to REC.

Some other websites for part time work

www.jobcentreplus.gov.uk

www.staffordshire.gov.uk

www.staffordbc.gov.uk

www.stoke.gov.uk

www.potteries.uk.com/jobs.htm

www.newcastle-staffs.gov.uk

www.student-jobs.co.uk

www.justjobs4students.co.uk

www.jobsite.co.uk

www.jobsnow.co.uk

JobCentrePlus. Call them on 0845 6060 234

Cleaning, catering, youth working (Stafford area)

Borough council, leisure and tourism jobs

Cleaning, catering, youth working (Stoke area)

Store jobs in Potteries Shopping Centre, Hanley

As above in Newcastle area

Student jobs all over the UK

As above

National site, (not just student jobs)

As above

We need your feedback!

We like to hear that our students get jobs and where they are working – come and tell us if you can – or email jobshop@staffs.ac.uk Part time jobs come and go quickly and we are always looking out for new opportunities. If you spot one before we do, just let us know and we’ll check it out. Also, if you have a bad experience, let us know as well – we might not know about it and we may decide not to advertise it in future.