

## Summary

Working part-time is a good way to cover living and academic expenses while studying, but also a way to gain valuable work experience before graduating.

Part-time jobs are available both on and off campus. Various departments in the College recruit students for part-time and casual roles. If you're looking to work off-campus, local employers recruit throughout the year.

The Careers & Employability Service can support you in finding a job, but we don't directly place students. We are here to help you with the application process for a part-time position.

Good luck!

Careers & Employability Service

## Jobs available on Campus

### Department: Careers & Employability

- Roles Available: Events Assistants, Application Advisers and casual vacancies for specific events
- Number of positions: 9
- Recruitment Details: Recruitment usually takes place in June. Vacancies are advertised online via: main jobs portal, Careers & Employability Service social media: [facebook.com/rhcareers](https://www.facebook.com/rhcareers) or [@rhcareers](https://twitter.com/rhcareers) (twitter)
- Contact: [careers@royalholloway.ac.uk](mailto:careers@royalholloway.ac.uk)

### Department: Conferencing and Catering

- Roles available: Bar Staff, Catering Assistants, Baristas, Silver Service Staff, Conference Assistants (vacation periods)
- Number of positions available: 300
- Recruitment Details: Recruitment usually takes place following A-level results day and in the spring term. Vacancies are advertised via posters and/or flyers in all catering outlets and poster boards across campus. To apply please email a recent CV alongside a covering letter to the contact email address.
- Contact: [catering@royalholloway.ac.uk](mailto:catering@royalholloway.ac.uk)

### Department: Customer Services Team

- Roles available: Various positions in Customer Services. Candidates need to be prepared to work 'unsociable hours' i.e. evenings and weekends.
- Number of positions: 10
- Recruitment details: Recruitment occurs when current staff leave. Vacancies advertised via posters in halls of residence. Short term opportunities are available for welcome weekend and week leading up to it in September. CVs can also be handed in at reception points.
- Contact: [CustomerServicevacancies@rhul.ac.uk](mailto:CustomerServicevacancies@rhul.ac.uk)

### Department: Disability and Dyslexia Service

- Roles available: Student Helper
- Number of positions: Approx. 40
- Recruitment details: Recruitment takes place in May and interviews take place at the end of May or beginning of June. Student Helper Training takes place in early September before the start of term.
- Contact: Susan.Jewitt@royalholloway.ac.uk

**Department: Development and Alumni Relations Department**

- Roles available: Telephone Relationship Management with Alumni
- Number of positions: 25
- Recruitment Details: Students working a minimum of two sessions of 3 hours per week throughout campaigns in the autumn and spring terms. Extra recruitment opportunities within the Development Office available periodically when the need arises. Vacancies are advertised via posters and flyers around campus, at the Part-time Jobs Fair and in the weekly newsletter. Students with excellent communication skills are encouraged to apply.
- Contact: alumni@royalholloway.ac.uk

**Department: Hall Life Team**

- Roles available: Hall Life Duty Officer Hall Life Assistant
- Number of positions: 30. Duty Officer: (6 per year) Assistant: (24 per year)
- Recruitment Details: Recruitment mostly takes place between January and March.
- Vacancies are advertised in January, shortlisting takes place in February and interviews are held in March. Vacancies are advertised on the student intranet but applications are made through the main jobs portal.
- Contact: hall.life@royalholloway.ac.uk

**Department: International Student Support Office**

- Roles available: Airport Student Ambassador
- Number of positions: 10
- Recruitment Details: Students work on Welcome Weekend in September greeting new international students at Heathrow. Recruitment takes place in the summer term for the coming September.
- Contact: d.keable@royalholloway.ac.uk

**Department: IT Services**

- Roles available: Laptop Support and Lab Checkers, IT Training Tutors, IT Training Assistants
- Number of positions: 40
- Recruitment Details: Applicants will be kept on file and recruitment occurs when vacancies become available
- Contact: studentitjobs@royalholloway.ac.uk

**Department: Library Services**

- Roles available: Evening / Weekend Assistants
- Number of positions: 7
- Recruitment details: Recruitment usually takes place in July / August, but there may be a need to recruit at other times of the year.

- Vacancies are advertised via the main jobs portal. Desirable skills for this role are good customer service or previous library experience, IT literacy, good communication skills, commitment and reliability.

#### **Department: Registry**

- Roles available: Administration Assistants, Admissions Assistant, Chaplaincy and Weddings Coordinator, Clearing staff, Counsellor, Filming & Editing Assistants, Mystery Shopper, Picture Gallery Tour Guide, Student Ambassadors, Applicant Services Assistant
- Number of positions: Approx. 40
- (majority during clearing week)
- Recruitment Details: Recruitment via the campus intranet and student ambassador mailings.
- Contact: [admissions@royalholloway.ac.uk](mailto:admissions@royalholloway.ac.uk)

#### **Department: (Library) Stock Management Assistants**

- Roles available: Stock Management Assistants
- Number of positions: 8\* (flexible)
- Recruitment Details: Recruitment usually takes place in the middle of September, but there may be a need to recruit at other times of the year. Vacancies are advertised on the Royal Holloway Jobs page. Desirable skills are customer service or previous library experience, numerical literacy, commitment and reliability.

#### **Department: Student Administration**

- Roles available: Enrolment (Welcome Week) Assistants, Exam Invigilators, Graduation Assistants
- Number of positions: 140.
- (Majority only during exams, which is only open to PGR.)
- Recruitment Details: Recruitment starts in early spring term ahead of exams and again in summer term ahead of graduation. Vacancies are advertised via posters and the College Website.
- Contact: [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk)

#### **Department: Students' Union**

- Roles available: Bar Staff, Security Staff, Tech Crew, Union Shop Assistants, Promotional Staff, Photographers, Graphic Designers, Helpdesk Assistants, SSHH Bus Drivers.
- Number of positions: Approx. 200
- Recruitment Details: Recruitment usually takes place during September/October and March/April. Vacancies are advertised via the Students' Union website: [su.rhul.ac.uk/jobs](http://su.rhul.ac.uk/jobs)
- To apply, you need to go to their web site and then click on 'Work With Us'. This will take you to all of their current vacancies.
- Contact: [Ewelina.Wetherall@su.rhul.ac.uk](mailto:Ewelina.Wetherall@su.rhul.ac.uk)

#### **Department: UK Student Recruitment**

- Roles available: Student Ambassadors
- Number of positions: Approx. 80

- Recruitment Details: Recruitment takes place in autumn for Postgraduate students and everyone else in summer term. Vacancies are advertised via the Royal Holloway website, posters and university's digital signage. Training is provided.
- Contact: [sascheme@royalholloway.ac.uk](mailto:sascheme@royalholloway.ac.uk)

#### Useful Links:

- <https://jobs.royalholloway.ac.uk/>

(Main Royal Holloway job portal)

- <https://www.royalholloway.ac.uk/humanresources/home.aspx>

(HR hot desk Information)

- [royalholloway.ac.uk/students/news-events/noticeboard.aspx](http://royalholloway.ac.uk/students/news-events/noticeboard.aspx)

(eCampus Noticeboard)

- <https://www.royalholloway.ac.uk/students/jobs-careers/home.asp>

(Careers & Employability website)

- <https://www.ukcisa.org.uk/>

(International Students Advice)

- <https://www.gov.uk/apply-national-insurance-number>

(National Insurance information)

National Minimum Wage rates change every April. For the latest updates please visit [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates). If you are over 25, you are eligible for The National Living Wage. More details here: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates).

#### Attend the Part-time Jobs Fairs

Every year the Careers & Employability Service runs two Part-Time Jobs Fairs, one in the autumn term and another in the spring term. The Fairs are great opportunities to interact with on-campus and local employers offering part-time job opportunities.

In the 2017-18 Academic Year, the fairs will take place in the Students' Union main hall. Students are not required to register for the event, but student ID is required on the day.

##### **Autumn Part-Time Jobs Fair:**

**27th September 2017, 11.30am-2:30pm**

##### **Spring Part-Time Jobs Fair:**

**17th January 2018, 11.30am-2:30pm**

## **Jobs off campus**

The Egham area is host to a variety of businesses who are offering part-time job opportunities. Local businesses include hotels, sports clubs and theme parks as well as many restaurants and shops.

You can have a look at:

- Local hotels: Coworth Park Hotel, Beaumont Hotel  
Great Fosters, Runnymede-on-Thames Hotel
- Theme Parks such as Thorpe Park or Legoland Windsor

Here are some ways to find a part-time job off campus:

### **Get in contact with recruitment agencies**

Some local recruitment agencies might have part-time jobs available. To look for an agency in your area, go to Agency Central, an online recruitment agency directory.

A few useful recruitment agencies websites are:

- University of London Temp Agency
- Reed
- Adecco
- Indeed
- Monster

### **Look for opportunities online and in print media**

There are various online sources

- Social media: Egham jobs on Twitter
- Student websites: Student Jobs, Justjobs4students, Student Gems, Student Job
- Retail Jobs: InRetail
- Search "major employers in (your area)" then visit their vacancies/careers/jobs web page.

Local newspapers sometimes advertise part-time vacancies and are usually available from newsagents, or a free local newspaper may be delivered to your home.

### **Approach employers directly**

Whilst responding to adverts is one way of finding a part-time job in certain industries, the face-to-face or speculative approach is often very effective in the retail, hospitality or customer service industries.

Local bars, pubs, restaurants, retail shops often display job adverts in their windows. You could also be proactive by printing off a CV and leaving it with staff responsible for recruitment. Larger companies such as superstores or coffee chains may not accept CVs on the spot and you might be required to apply online.

### **Other opportunities to find work**

Here are some alternative ways to source work experience whilst studying:

- Tutoring children and adults
- Doing promotional work. PromoStar is a directory of promo agencies to help you find jobs in the industry.
- Paid surveys. Visit websites such as Toluna, MySurvey or Valued Opinions to find out more.
- Mystery shopping. Useful websites are MarketForce, GfK, Mystery Shoppers.
- Events and Festival Jobs. Use websites such as EventStaffing or Caterer. Or approach event staff agencies such as Renard Resources or At Your Service.
- Become a film or TV extra -Mad Dog Casting, Casting Collective, Angelstages are casting agencies that recruit film and TV extras.

### **Ask friends and family**

A good way to find out about part-time job openings is to ask friends how they got their job and if their employer needs any more staff. This way you can find out about jobs before they are advertised.

### **Important Information**

What is a National Insurance number and do I need one?

You will need a National Insurance number (NIN) to legally work in the UK. You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.

To apply for one or for more information, visit [gov.uk/apply-national-insurance-number](http://gov.uk/apply-national-insurance-number).

Employment information

How many hours can I work?

20 hours a week. The University has set this limit so it doesn't affect your studies, and gives you the right balance of work and lifestyle. This includes any unpaid work, such as working for a charity. Most employers are flexible, so if you feel 20 hours is too much, you can discuss this with your potential employer.

How much will I get paid?

The National Minimum Wage or The National Living Wage (NMW or NLW) is the minimum pay per hour required by law.

National Minimum Wage rates change every April. For the latest updates please visit [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates). If you are over 25, you are eligible for The National Living Wage. More details here: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates).

### **Do I need to pay any extras, such as tax?**

If you have a job when you're a student you may need to pay income tax and national insurance.

You will have to pay:

- Income tax if you earn more than £917 a month on average.

*\*How much income tax you pay in each tax year depends on how much of your income is above your Personal Allowance and how much of this falls within each tax band. Some income is tax-free. The standard Personal Allowance is £11,000, which is the amount of income you don't have to pay tax on. For more details, please visit [gov.uk/income-tax-rates](http://gov.uk/income-tax-rates).*

- National insurance if you earn more than £155 a week

Your employer will usually deduct income tax and national insurance from your wages through Pay As You Earn (PAYE).

More information on taxation and national insurance can be found on [direct.gov.uk](http://direct.gov.uk).

### **Discrimination**

Everybody is entitled to protection at work. If you feel you are treated unfairly at work, you can contact Support and Advisory Services for advice at [welfare@royalholloway.ac.uk](mailto:welfare@royalholloway.ac.uk)

### **EU Students**

Most European Economic Area/Swiss nationals do not need to ask for permission from UK Visas and Immigration to work in the UK but will need to apply for a National Insurance number.

There has been no change to the rights and status of EU nationals in the UK, and UK nationals in the EU, as a result of the referendum. The UK remains a member of the EU throughout this process, and until Article 50 negotiations have concluded. Please note that this information is accurate at the date of print.

### **Croatian students**

If you are from Croatia and you wish to work during your studies you have to apply for and be issued with a yellow registration card before you are legally entitled to work in the UK. The yellow card

allows you to work 20 hours per week during term time and full time during the vacation. Further information can be found on [www.gov.uk/croatian-national](http://www.gov.uk/croatian-national)

### **International students**

As a student on a Tier 4 visa you are entitled to remain in the UK for the entire course of study, plus an additional period at the end of your course. During this period you are entitled to work during your studies, as long as the wording on your visa does not prohibit it.

Most students on full-time degree courses are given work restrictions.

If you are allowed to work, your visa will state that 'Work must be authorised'. This actually means that you have an automatic right to work. If you are not allowed to work, your visa will be endorsed 'No work' or 'Employment prohibited'.

### **Different work restrictions apply differently to Undergraduate, Postgraduate and Postgraduate Research Students (divert them to our webpage about working during studies)**

Further information on your right to work is available from The UK Council for International Student Affairs (UKCISA).

The International Student Support Office (ISSO) at Royal Holloway can provide advice and support. Their services include immigration advice, airport collection, day trips and events as well as guidance with welfare issues to ensure you settle in well to your new life at Royal Holloway. For more information visit them in the ISSO in International Building or visit <https://www.royalholloway.ac.uk/international/support/studentssupportservices/living-in-the-uk/workingduringyourstudies.aspx>

### **Your career**

In addition to being a good money-earner, part-time work is a fantastic way to enhance your CV and demonstrate to graduate employers that you've built up your employability skills.

Employers look for skills such as teamwork, communication, problem-solving and organisation, and the best applications for graduate jobs always include detailed examples of where you've used these skills and how you've developed them.

Remember that no matter what role you're doing, you'll always be learning something that you can use later on. For example, working in the College shop or in the Careers Service will enhance your teamwork and communication skills; working in catering will help you to work under pressure and use your initiative, and so on.

Keep track of this kind of evidence so that you can use it in future applications and interviews!

Disclaimer: This information is accurate at the time of going to print. (August 2017)