Part-Time/Temporary Jobs

All on campus part time jobs that you can apply for to work alongside your studies are advertised on Unitemps throughout the year. Take a look at some of the opportunities:

1. **Student Ambassador**

Working with the Student Recruitment Team, Leicester Ambassadors work closely with University staff at all levels assisting on events as well as supporting the work of other Departments and external providers on request. Ambassadors also have the opportunity to work with pupils at Primary and Secondary level both on and off campus. Each cycle we can recruit 75 – 150 to maintain a pool of around 350 ambassadors throughout the year.

**Dates**

Book onto Information sessions in October and March (annually) these will be advertised on the Unitemps website with instructions on how to book. Those who attend are then sent an application form directly by the Student Recruitment Team.

2. **Destination Survey Telephone Interviewers**

This work will involve telephoning past students to complete a survey regarding their work and study status, logging responses onto questionnaires, validating addresses and phone numbers and filing questionnaires and conducting general administration as required. There are usually up to 20 positions available.

**Dates**

Recruitment and training takes place in November for work to be completed in November – December, and then mid-January – February.

Additionally, Mandarin speaking telephone callers are recruited in May each year to work in May and June. This work is essentially the same as above but requires students who are fluent in Chinese Mandarin and will involve telephoning recently qualified international graduates to complete a survey regarding their work and study status. There are usually between 2 and 5 of these positions available.

3. **Alumni Fund Calling Ambassadors**

The annual fund telephone campaign happens each year on campus, usually between November and December. Students are recruited to contact select Alumni of the University to let them know
about upcoming Alumni events, provide information on current fundraising campaigns and process fundraising donations. Once recruited, callers will receive paid training by professional external fundraising consultants and be able to work a number of paid shifts throughout the campaign. Experienced callers are also given the opportunity to reapply in their second and third years for supervisor positions.

**Dates**

Callers are usually recruited in October each year to work November–December, and then again in February–March depending on available campaigns.

4. **International Student Welcome Assistant (ISWP)**

You will work with the Student Welfare Service in providing assistance for various activities associated with the International Welcome Week, which can include Visa sessions and Police Registration for international students arriving to study at the university. There are also social activities organised during the week which you may be a part of, so some flexibility with working unsociable hours will be expected.

**Dates**

Recruitment for these roles generally starts in May–June ready for work to begin from the middle to the end of September. There is potential additional work up to and including the following January.

5. **Catering & Hospitality – Catering Assistants, Kitchen Porters and Hospitality Shift Leaders**

Throughout the academic year and the Summer, Easter and Christmas holidays we recruit Catering Assistants, Kitchen Porters and Hospitality Shift Leaders to work on main campus food outlets including the Library café and CHI, and also at Oadby Student Village and City Halls. Roles can include serving customers, cleaning and general food preparation. No prior experience is usually required for these roles and shifts can be very flexible to fit around your studies and can include days, evenings and weekends.

**Dates**

Year round, keep an eye out on the website for adverts. Peak recruitment times tend to be September–November and May–July.

6. **Domestic Assistants**

Cleaner roles are available based at student’s halls of residence. This can involve cleaning bedrooms, bathrooms and communal areas. No prior experience is required and full training will be given.

**Dates**

We usually recruit during early March for the Easter cohort and early May for the summer cohort. There are around 25-30 vacancies for Easter and 40 – 50 positions available through the summer period.
7. Student Note Takers

The AccessAbility Centre recruits Student Note Takers to attend the same teaching sessions as students who require note-taking support to take notes on their behalf. This could be for a student on the same course as you, or a different course. Full training on disability awareness and administration requirements will be provided for this role.

Dates

These roles are usually recruited for in August and September annually, there may be other requirements throughout the year depending on student requirements.

8. Library roles - Library Quiet Patrollers, Shelving Assistants, Helpdesk Assistants

We recruit for a range of Library based roles throughout the Academic year ranging from working a few hours a week patrolling the quiet library zones to ensure students are adhering to the rules, to shelving returned books and working on the Helpzone to advise students and staff on queries and issues.

Dates

These roles crop up year round, but particularly during busy exam and study periods (September, January and May) Keep an eye on the website for any adverts, as competition is fierce for these roles and they don’t stay available for long!

9. Sports Activators

University of Leicester students are recruited as ambassadors of the Sports Activation project which will include promoting, recruiting and helping to deliver sessions and events. This role also involves promoting the Sport Activation project within halls of residence and on campus through word of mouth, via stalls in the union and by handing out fliers as directed by the Project Coordinator. The role is year round and involves a commitment of around 3-6 hours per week depending on the time of year.

Dates

The adverts go live for these roles in May/June ready for work to begin from the middle to the end of September. Further positions can become available throughout the year.

Areas still to gain information or develop:

10. Departmental Internships
11. Students Union – recruited directly by Union HR
12. Residential Advisers – recruited onto direct contracts of 15 hours per week via HR
13. Summer Research Internships
For more information contact the Careers Development Service:

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