

CAREERS AND EMPLOYABILITY CENTRE



Part-time work

US

UNIVERSITY
OF SUSSEX

PART-TIME WORK

WHERE CAN I WORK?

On campus

The University's policy is to recruit students wherever possible. These jobs will be advertised on CareerHub and include roles such as student ambassadors, administration support, catering and retail. Visit our campus jobs page for more information: www.sussex.ac.uk/careers/jobs/campus

Locally in Brighton and Hove, and the surrounding area

Being flexible about where you work and what kind of work you do will increase your chances of finding a part-time job. There are a number of potential employers in the city. Jobs can be found in areas such as hospitality, administration, teaching, retail and digital media. In addition to our vacancies board in CareerHub we list other local job sites on our website:

www.sussex.ac.uk/careers/jobs/parttime

In the city, employers also advertise directly to you with 'staff wanted' signs, for example, in restaurants and shop windows. Make sure you are prepared when you go in, and have copies of your CV ready. You may be asked to fill in an application form at the time.

HOW MANY HOURS CAN I WORK?

The University recommends that you work for no more than 15 hours per week during term time if you are an EU/home undergraduate, and 20 hours per week during term time if you are an EU/home postgraduate. This is recommended because we have found that any hours worked over this amount could have a negative impact on your studies. Students can generally work full time outside of study periods.

If you are an international student from outside the European Economic Area, please see our information guide *Working in the UK: Information for international students* as there are restrictions on working in the UK, including a maximum number of hours you can work.

HOW MUCH CAN I EARN?

The UK has a national minimum wage and a national living wage. These determine the minimum you must be paid and depend upon your age. However, the Careers and Employability Centre will only advertise part-time jobs which offer the national living wage. www.gov.uk/national-minimum-wage-rates

Where possible we encourage employers to offer the Brighton Living Wage.

www.livingwage.org.uk

If you are struggling with money the Student Life Centre can offer money advice including how to budget. Find out more at:

www.sussex.ac.uk/studentlifecentre/funding

DO I NEED TO PAY INCOME TAX OR NATIONAL INSURANCE?

All workers in the UK have to pay tax and National Insurance but you are allowed a personal allowance before deductions are made. All workers must have a National Insurance number. If you do not have one you should make an application. They are free and you will need to confirm your identity. Call the Jobcentre Plus application line: **0800 141 2075**.

Further information about National Insurance and income tax for students can be found at: www.gov.uk/student-jobs-paying-tax

PART-TIME WORK

WHO SHOULD I WORK FOR?

There are a large number of employers in Sussex. Those advertising their jobs through the Careers and Employability Centre will have agreed to our Code of Practice which means that they will offer you paid work with appropriate hours and good job conditions. If you have any concerns about employers advertising with us please get in contact with us.

Please keep safe when applying for jobs. If you receive any unsolicited emails from employers which concern you please do not reply and notify the Careers and Employability Centre. NEVER give out personal financial details until you have been through a genuine recruitment process and are happy with your employer. Please see our Code of Practice for students at www.sussex.ac.uk/careers/jobs/parttime for more information, or come and talk to us at any time.

WHAT APPLICATION SUPPORT DO YOU OFFER?

Part-time work is a great way to develop your skills, gain experience, earn money and also help you to decide what you want to do after Sussex.

You should apply directly to any jobs which interest you and we can give you support in making the best application that you can. You have the option to attend application and CV workshops, we can also help you to prepare for interviews and make a positive impact with employers. Book appointments and events at: www.careerhub.sussex.ac.uk

OTHER SOURCES OF VACANCIES

There are many ways to find part-time work. You can find links to job websites and agencies at: www.sussex.ac.uk/careers/jobs/parttime

You can also send your CV and a covering letter to companies you might like to work for. This is known as making a 'speculative application' and many companies welcome this approach.

HOW WE CAN HELP

We also give you advice and information about employment issues, including how many hours you should work and how much money you should expect to earn.

“CareerHub is very useful for finding part-time jobs. I’ve managed to find one through it that I’ll be able to remain in for the next few years.”

FIRST YEAR STUDENT (SCHOOL OF ENGLISH)

View all our vacancies, and sign up for email job alerts, at:

www.sussex.ac.uk/careers/jobs/parttime

Log into CareerHub at:

www.careerhub.sussex.ac.uk

FIND OUT MORE

Careers and Employability Centre
The Library, University of Sussex
Falmer, Brighton BN1 9QL

01273 678429

careers@sussex.ac.uk

www.sussex.ac.uk/careers

CareerHub

careerhub.sussex.ac.uk



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Search for Sussex Careers

The Careers and Employability Centre recognises the diversity of Sussex students and graduates and is committed to addressing their individual needs.

Do let us know your requirements to enable you to access the service.

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