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

The University aims to recruit students wherever possible. Jobs on campus are advertised on CareerHub and could include working in the Library, the Schools, the Students’ Union, Sussex Estates and Facilities, and other University departments.

Roles include:

- student ambassadors
- student mentors
- student connectors
- admin, catering and retail.

Visit our campus jobs page for more information: www.sussex.ac.uk/careers/jobs/campus

Businesses at the Sussex Innovation Centre also advertise student jobs on CareerHub.

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 many more part-time jobs in Brighton and the local area. You can find roles in hospitality, office support, care work, teaching, retail and digital media.

We list other local job sites on our website: www.sussex.ac.uk/careers/jobs/parttime

In the city, employers will also advertise directly to you with ‘staff wanted’ signs in restaurants and shop windows. Have copies of your CV with you so you are prepared when you make an enquiry. You may be asked to fill in an application form at the time.

The University has recommendations on working hours for undergraduates and postgraduates. We have found that any hours worked over this amount could have a negative impact on your studies. Most students can work full time outside of study periods.
The University recommends that you work for no more than 15 hours per week during term time if you are an EU/home undergraduate.

The University recommends that you work for no more than 20 hours per week during term time if you are an EU/home postgraduate.

If you are an international student from outside the European Economic Area, there may be restrictions on working in the UK, including the maximum hours you can work and when you can work during vacation periods.

See the International Student Support units website for more information: https://student.sussex.ac.uk/international/visas/during-studies/working-during-studies

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.

The Careers and Employability Centre will only advertise part-time jobs which offer the national living wage.

Check the latest minimum wages: www.gov.uk/national-minimum-wage-rates

We always 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
All workers in the UK pay tax and National Insurance. However, you do have a personal tax allowance before deductions are made.

All workers must have a National Insurance number. If you do not have one you can make an application. They are free and you will need to confirm your identity.

Call the NI application line to start your application: 0800 141 2075.

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

Employers who advertise their jobs through the Careers and Employability Centre will have agreed to our Code of Practice. This 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, you can get in contact with us by email or via Ask a Question in CareerHub.

Always be aware when applying for jobs. If you receive any unsolicited emails from employers that concern you, do not reply and notify the Careers and Employability Centre.

Important: Never give out personal financial details until you have been through a genuine recruitment process and are happy with your employer.

See our Code of Practice for more information: 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. Many companies welcome this approach.
We have resources on writing CVs and applications, including workshops and appointments. We can also help you to prepare for interviews and make a positive impact with employers. Book appointments and events via CareerHub: www.careerhub.sussex.ac.uk

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

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01273 678429
careers@sussex.ac.uk
www.sussex.ac.uk/careers

Find us on Facebook: www.facebook.com/SussexCareers
Follow us on Twitter: @SussxUniCareers
Find us on LinkedIn: 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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