

# THE PROACTIVE GUIDE TO FINDING A PART-TIME JOB

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Part-time work can provide you with valuable experience and vital funds, while still giving you time to study. If you can gain experience relevant to your degree subject or preferred industry, this could really pay-off later when you're looking for a graduate job. Here are some suggestions to help you find part-time opportunities:

## WHERE DO I START?

By accessing our **MDXworks online career centre** you will have access to:

*\*sign up using your personal email address*

Job board with updated opportunities of part-time work, placements, internships and graduate roles.

Guides and templates to support you, as well as events and webinars.

List of current opportunities and exclusive jobs with our partner companies.

Your first stop should be getting your CV right — have a look at our **CV template** and **CV checklist**. Keeping a standard CV, then tailoring it for each application is vital. Some part-time jobs may also request for a cover letter, have a look at our **Outstanding Cover Letter Template**.



You can always book an appointment with your **Faculty Employability Adviser** through MDXworks for support in your applications, CV, cover letters etc.

## WORK AT MDX

You can find a wide range of paid part-time opportunities within Middlesex University through **MDX Unitemps**. Roles include working as a Student Ambassador, Student Helper or Events Assistant.

Unitemps recruit approximately 100 ambassadors every year from all levels, courses and backgrounds. Student Ambassadors act as MDX advocates and role models for current and prospective students to help raise their aspirations and awareness of higher education opportunities.

## STUDENT AMBASSADORS

As a Student Ambassador, you will enjoy a great variety of work. Your duties can vary from supporting events such as open days, postgraduate open evenings, graduation ceremonies, employment festivals, giving short presentations or facilitating workshops for young learners in schools, colleges and on-campus, to taking on admin roles for different departments or engaging in marketing campaigns. **The work is fully flexible and part-time, meaning you can fit it around your studies.**

## STUDENT LEARNING ASSISTANTS

You also may have the opportunity to be a Student Learning Assistant where you can assist students in their learning. Potential Student Learning Assistants are recommended by their academic tutors or undergo a recruitment process for Business School.

**Who are the SLAs?**

These opportunities can provide valuable experience and help you to develop skills such as confidence and leadership, teamwork, adaptability and communication.

Register with Unitemps at: [www.unitemps.com](http://www.unitemps.com)

Get in touch: [unitemps@mdx.ac.uk](mailto:unitemps@mdx.ac.uk) or call 020 8411 5151

## MIDDLESEX UNIVERSITY STUDENTS' UNION

You can also find **opportunities with MDXSU**, including flexible part-time work or internships within MDX or community placements in the local area. You could find an MDXSU job relevant your degree, such as working in marketing, media, communications, or finance.

Follow **MDXSU** on Facebook to ensure you receive updates about job opportunities.

For more information, contact: [mdxsu@mdx.ac.uk](mailto:mdxsu@mdx.ac.uk) or call 0208 411 6450



## EXTERNAL JOB OPPORTUNITIES

There are many opportunities available off-campus that you are able to search and apply for. Here are a few ways where you are able to find available part-time vacancies.

### JOB BOARDS:

Job boards are a quick and simple way to browse jobs or sign-up to receive regular job alerts, here are a list of the main job boards available:



- [Indeed.co.uk](https://www.indeed.co.uk)
- [Glassdoor.co.uk](https://www.glassdoor.co.uk)
- [CV-Library.co.uk](https://www.cv-library.co.uk)
- [Jobsite.co.uk](https://www.jobsite.co.uk)
- [Monster.co.uk](https://www.monster.co.uk)
- [Fish4.co.uk](https://www.fish4.co.uk)
- [E4S.co.uk](https://www.e4s.co.uk)
- [Savethestudent.org](https://www.savethestudent.org)

There are now more opportunities for flexible working job roles, here is a list of online temping platforms:

- [Jobtoday.com](https://www.jobtoday.com)
- [Coople.com](https://www.coople.com)
- [Gigtogig.co.uk](https://www.gigtogig.co.uk)
- [Limber.work](https://www.limber.work)
- [Indeedflex.co.uk](https://www.indeedflex.co.uk)
- [Flexy.com](https://www.flexy.com)
- [Redwigwam.com](https://www.redwigwam.com)

### LOOK AROUND YOUR NEIGHBOURHOOD:

There are plenty of job opportunities right on your doorstep. **Brent Cross Shopping Centre** or **London Designer Outlet** offers a huge number of retail vacancies, ideal if you're interested in fashion, food or if you just love shopping (most stores give a staff discount).

You can also **find opportunities** among the shops and eateries of Hendon Central. We'd recommend that you go and drop off a copy of your CV and a cover letter in person (scrub up, give them your best smile, and be prepared to deliver your elevator pitch).

### RECRUITMENT AGENCIES:

Recruitment agencies can offer a variety of part-time opportunities. You may be able to find recruitment agencies that specialise in work relevant to your degree, such as Accountancy and Finance, HR, Healthcare or IT.

Take a look at **this guide on how you can find a job using recruitment agencies**. Here are some recruitment agencies in London:

- [MorganHunt.com](https://www.morganhunt.com)
- [Michaelpage.co.uk](https://www.michaelpage.co.uk)
- [Adecco.co.uk](https://www.adecco.co.uk)
- [Hays.co.uk](https://www.hays.co.uk)
- [CreativeRecruitment.co.uk](https://www.creative Recruitment.co.uk)
- [ArtsandMedia.org](https://www.artsandmedia.org)
- [OHrecruitment.co.uk](https://www.ohrecruitment.co.uk)  
(Occupational Health)



Some applicants never hear back, so for best results, follow-up with a quick call to introduce yourself and discuss your job goal. Keep in regular contact with agencies to ensure they don't forget about you, which you can do by following them on LinkedIn.



## USE LINKEDIN:

You can find a range of *part-time job opportunities on LinkedIn*. Many of these vacancies won't be advertised anywhere else. As well as jobs, you can also follow groups and companies (including recruitment agencies) to receive their latest news, opportunities and job-searching tips.

Before you reach out to recruiters, make sure you've got a great LinkedIn profile. Take a look at our *Unmissable guide to improving your LinkedIn profile*

Connect with MDXWorks on LinkedIn so we can keep you updated.



We would also recommend that you make effective use of *speculative applications* and *social-media* to find work.

## INCOME TAX AND NATIONAL INSURANCE

If you do paid work you will have to pay *tax and National Insurance (NI) contributions*. You need a National Insurance number to work in the UK.

Most students are likely to earn less than their *personal tax allowance*, so you may need to *claim a tax refund* if you have overpaid.

Try the *UK tax and salary calculator* to work out your net salary and how much tax and National Insurance you should pay based on your income.

## INTERNATIONAL STUDENTS

As a Student Route (formerly tier 4) student, your visa comes with a number of conditions relating to working in the UK such as making sure that you're working no more than 20 hours per week during term-time.

In addition:

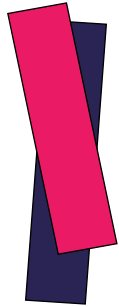
- You should not occupy a full-time position
- You cannot work as a professional sports person or entertainer
- You cannot be self-employed.

You can find *more information about working in the UK on UniHub*. If you have any questions about your student visa, contact: *International Student Advice*.



## STAY SAFE

You may wish to apply for vacancies that you see advertised on other websites, newspapers or noticeboards.



If you do apply for these vacancies please ensure that you:

- Know about How to **Avoid Online Job Scams**
- See also **JobsAware** who offer free help and advice to UK workers who have suffered from job scams
- Safety when posting your CV, such as not putting your full address: check our **CV guide** for more tips and details.

## NEED MORE HELP?

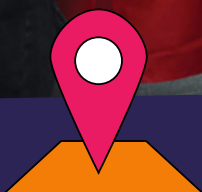
If you require any further employability support, please don't hesitate to get in touch. We can review your application documents, support with preparing for interviews, provide suggestions on where to look for part-time opportunities, and more.



Drop in to the MDXworks Careers and Employability Centre (room CG07, College Building), or email **[MDXworks@mdx.ac.uk](mailto:MDXworks@mdx.ac.uk)**. Please ensure that you include an explanation of who you are, tell us your MDX student ID number and explain your job goal. Send us a job description, if you have one (a link in your email will do), as this will help us to provide you with more specific feedback.

Access your careers and employability portal: **[MDXworks.com](http://MDXworks.com)** — where you'll find our

- ***Jobs board***
- ***Cover letter tips***
- ***Interview advice***
- ***Skills development tips***
- ***Latest events and more.***



If you require an accessible version, please email us at [mdxworks@mdx.ac.uk](mailto:mdxworks@mdx.ac.uk)

CG07 (College Building)  
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