

# UNIVERSITY OF WALES, TRINITY SAINT DAVID

## CAREERS SERVICE

### FINDING PART TIME/SUMMER WORK WHILE STUDYING

#### **I want to work on campus. What opportunities are there?**

The university employs Student Ambassadors who assist in widening access activities with young people studying in secondary schools and Further Education Colleges as well as within the wider community. These activities are aimed particularly at people who are not considering Higher Education although they have the potential to benefit from it. They also aim to support the Welsh language, culture and bilingualism within Higher Education.

The majority of projects will require Student Ambassadors, after training, to work with small groups of school or college students to:

- encourage them to consider Higher Education as an option for the future;
- facilitate small group activities;
- lead group discussions;
- give guided tours of the campus;
- supply information and answer questions relating to life as a student.

There will be training and briefing sessions prior to each event, which it is essential everyone attends. Rate of pay is £6.41 per hour. A full job description and further details are available on the university website. All students will be interviewed for these posts.

**For further details and/or an informal discussion please contact:**

**Mr Trystan Rees, Widening Access Liaison Officer.**

**Telephone 01267 676792**

[t.rees@tsd.ac.uk](mailto:t.rees@tsd.ac.uk)

Occasionally opportunities come up to work in the Halliwell Centre, as a hall warden or as a domestic assistant over the summer. HR advertises these vacancies via the website.

The Student Union also have paid and unpaid work opportunities. Positions such as bar person are normally advertised in the Union. You can also be a fresher buddy to help new students settle in. See their website for further details:

<http://www.tsdsu.co.uk/> or speak to your Welfare Officer.

### **Where are jobs advertised?**

Students are encouraged to register with the Student Vacancy Database. Part time jobs and work experience opportunities are advertised on the database. For more information visit <http://prospects.tsd.ac.uk>

Part time jobs are also advertised on the GO Wales website . Visit [www.gowales.co.uk](http://www.gowales.co.uk)

### **How can I find a job in the town?**

Some opportunities taken up by students are not always advertised. You must rely on walking into shops/pubs/cafes to ask if there are any positions vacant. As part of the process you may be asked to produce a CV or complete an application form. The Careers Service can help with this.

As this is a small community, use your network. Course mates, friends, family, lecturers, other support staff at the university, church groups etc may all be able to help. Let them know if you are looking for some part time work.

Make sure your studies do not become affected by working too many hours: see this link for more on balancing study and work

<http://targetjobs.co.uk/work-experience/advice-on-part-time-jobs/balancing-study-and-part-time-work>.

If you are experiencing serious financial difficulty, get in touch with our Student Finance Officer, Delyth Lewis ,to find out what bursaries and support may be available from the university. Appointments can be made at Student Services or email [d.lewis@tsd.ac.uk](mailto:d.lewis@tsd.ac.uk) for further information.

## **But what if I have never had a job?!**

Volunteering is an excellent way to start building up experience and contacts in the area. Carmarthenshire Association of Voluntary Organisations (CAVS) is based in Carmarthen . They offer drop in sessions in the Students' Union .They can also be contacted on 01267 245555

Become an international buddy! Make new friends from all over the globe. Join us on weekend trips from Llansteffan Beach to London. If you are interested in welcoming International students to the University of Wales Trinity Saint David Carmarthen Campus: contact the International Office: 01267 676656 and [internationalcc@trinitysaintdavid.ac.uk](mailto:internationalcc@trinitysaintdavid.ac.uk)

Doing work experience through the GO Wales team in Carmarthen is another way to do this. Please see [www.gowales.co.uk](http://www.gowales.co.uk) or contact Helen Davies for more details, [h.e.davies@tsd.ac.uk](mailto:h.e.davies@tsd.ac.uk)

Many students have taken up short periods of unpaid work experience through GO Wales in a variety of companies.

## **Top Tips**

- **Create a tailored CV for your part time job search and have it checked at a drop in session run by the Careers Service**
- **Keep a record of all jobs/volunteering/work experience as part of PDP – personal development planning**
- **Volunteering or work experience can sometimes lead to paid work!**

To make an appointment to see Nesta James , Senior Careers Adviser ,please either email: [n.james@tsd.ac.uk](mailto:n.james@tsd.ac.uk), telephone 01267 676830 or call into Student Services .

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