INFORMATION ON FINDING PART-TIME JOBS FOR UCC STUDENTS

CAREER SERVICES UCC, 2013-2014
BENEFITS OF FINDING PART-TIME JOBS

Part-time work is an excellent way for you to earn extra money and gain some useful work experience.

Although it may not be related to your degree, a part-time job can provide practical experience that will add value to your CV.

Working in a shop, bar, restaurant or office can give you many of the skills that graduate employers are looking for such as decision making, organisational and IT skills, team working, customer service and time management.

While many students rely on the income generated by part-time employment, participation in full-time education implies a full time commitment. There are advantages and disadvantages involved in student part-time employment, and it shouldn’t impinge on your studies. As well as easing finances, part-time employment can have other benefits.

Students may gain valuable work experience, develop skills such as time management and depending on the type of work chosen, may also reap benefits which relate to academic work e.g. increased language competency.

University College Cork recommends that students work for no more than 10 hours per week, or as advised in your programme handbook. This is so that you can achieve the right balance between your studies, other commitments and the need to earn money to support yourself.

www.ucc.ie/en/cacss/ug/final/problems/
WHAT CAN YOU FIND IN THIS BROCHURE?

- Where can I find part time jobs?
- Directory of Shops/Shopping Centres in Cork
- ‘On Campus’ Jobs in UCC
- Listing of UCC departments and units who have recruited students previously
- UCC Works – 3 pathways – 1 Award!
- Intreo
- Recruitment Agencies
- Websites for local part time jobs
- Applying for a part time job
- What are employers looking for?
- A Sample Job Advert
- Making sure you are right for the job
- Other ways of getting part time work
- Guidelines from UCC
WHERE CAN I FIND PART-TIME VACANCIES?

Local Newspapers

Newspapers are a good way to find part-time work. Local papers such as the Irish Examiner, and the Cork Evening Echo are particularly useful. The paper copies of these are available daily from newsagents and shops. Both are available online also, and use www.recruitireland.com to advertise their vacancy listings.

- Cork Evening Echo www.eveningecho.ie
- Irish Examiner www.irishexaminer.com

Shops, Supermarkets, Bars, Cafes and Restaurants

Many local businesses may not advertise jobs with the Careers Service but will put a poster in their window or premises (especially if they are based in busy areas where lots of people pass by). Look around:

- Student Campus areas
- Patrick Street
- Oliver Plunkett Street
- Washington Street
- North Main and South Main Streets

Larger shopping centres may advertise on their own noticeboards at the centre, so you may want to check them out too:

- Mahon Point http://www.mahonpointsc.ie/
- Wilton shopping Centre http://www.wiltonshoppingcentre.ie/
- Blackpool Shopping Centre http://www.blackpool.ie/
- Douglas Shopping Centre http://www.douglasvillage.ie/
- Douglas Court http://www.douglascourt.ie/
- Ballincollig Shopping Centre http://www.ballincolligsc.ie/
- Midleton Shopping Centre Market Green http://www.marketgreen.ie/
- Merchants Quay Shopping Centre http://www.merchantsquaycork.com/
ON CAMPUS JOBS

The University recruits a wide range of student-help from catering and hospitality to administration. Working at the University is very popular and there’s lots of competition for a limited number of roles.

Roles include:

(1) **Student Help** in various departments, centres, units and colleges... *(The next page contains a guideline list of places who have previously in the past recruited students. To ensure they are still recruiting you would need to check yourself, by contacting the relevant department, college or centre to enquire if they are currently recruiting.)*

(2) **UCC Campus Accommodation**
   http://www.ucccampusaccommodation.com/student_job_vacancies.cfm

(3) **Student I.T. Part Time Personnel**: 


(5) Tutors

(6) Demonstrators

(7) **Student Ambassadors**

*Not all jobs on campus are advertised. E.G.-Jobs at the Student’s Union are very popular. You’ll need to ask around on campus to find out about some job opportunities.*
THE FOLLOWING LIST THOUGH COMPREHENSIVE, IS NOT A “DEFINITIVE” LIST – IT IS JUST AN INDICATION OF CENTRES, DEPARTMENTS AND UNITS WHO HAVE RECRUITED STUDENT HELP IN THE PAST.

Access UCC+
Access Mature Students Office
Access Students with Disability
Academics Office
Accounting and Finance
Admissions Office
Adult Education Office
AGRESSO FMS Support and Development
Alimentary Pharmabiotic Centre (APC)
Applied Social Studies
ASSERT
Bealoideas
Biological Services Unit
Buildings Office
Buildings Office (Mechanical and Electrical)
Buildings Office (Utilities)
Business Information Systems
CACSSS Graduate School
Careers Office
Centre for Co-Operative Studies
Chemistry Research
Chinese Studies
Civil Engineering
Clinical Sterile Service Dept
Coastal & Marine Resources Centre
College of Business & Law
Operation/Strategic
College of Medicine and Health Office
College Office SEFS
Commerce Faculty Office
Commuter Plan
Computer Centre User Services
Confucius Institute
Confucius Institute (closed)
Cork Centre for Architectural Education
CPD Programmes - Management & Marketing
Dental Hospital
Dept of Food and Nutritional Science
Development and Alumni Office
Director of International Recruitment & Strategy
Disabled Student Support Office
Drama and Theatre Studies
Early and Medieval Irish
Economics
Education
English
Environmental Research Institute (ERI)
Epidemiology and Public Health
Eureka Centre
Finance Office (Financial Accounting)
Finance Office (Mgt Accounting)
Finance Office (Research Accounting)
FIRM Programme
FITU
Food Business & Development
GEM
General Practice
General Services Office
German - Night Classes
Graduate Studies Office
Granary Theatre
Hispanic Studies - Evening Courses
History
History of Art
Hydraulics Marine Research Centre (HMRC)
International Education Office - Ops
Language Centre
Law
Library Student Help
MA in Film Studies
Marketing Directorate
MBS Asian Business - CACSSS
Media & Communications - General Education Costs
Media Directorate
Medical Education Unit
Medical School Office
Microbiology
Music
Music Performances (General)
Nursing & Midwifery
Nursing Strategic Development Fund - General
Obstetrics and Gynaecology
Occupational Science and Occupational Therapy
Office of Corporate & Legal Affairs
OHSRC
Paediatrics and Child Health
PASS (Niteline)
Pdip in Special Educational Needs
Philosophy
Planning & Institutional Research Office
Planning and Sustainable Development
Process and Chemical Engineering
Registrar’s Office and Academic Secretariat
School of Biochemistry & Cell Biology
School of Mathematical Sciences
School of Music & Theatre
School of Pharmacy Office
School of Sociology & Philosophy
Sociology
Speech and Hearing Sciences
Sports Studies
Stat Consultancy Unit
Student Health Service
Student Records and Exams
Student Recruitment
TI [Refugees]
Training for Chinese Universities
UCC Experience (Visitor Centre)
UCC Students Union
University Archives
Zoology & Ecology
THE CAREERS SERVICES CO-ORDINATES UCC WORKS!

There are 3 pathways in UCC Works

1. Internship Pathway; 2. Student Life Pathway 3. Volunteering Pathway

**UCC Works Internship Scheme** is a programme whereby students engage in a period of unpaid work placement in a UCC campus department or organisation. The programme is intended to give students work experience and to develop students’ skills and employment prospects.

More information on the UCC Works Scheme is at [http://www.ucc.ie/careers/uccworks/](http://www.ucc.ie/careers/uccworks/)

Presently there are a number of UCC organisations involved in the UCC Works Internship Pathway – such as:

- Glucksman Gallery
- Granary Theatre
- UCC 98.3 FM
- Motley
- Alimentary Pharmabiotic Centre
- Chaplaincy
- Express
- Audio Visual and Media Services
- Aras na Mac Leinn
- ...and many more! See website for details.

**UCC WORKS WON THE SILVER AHECS AWARD FOR EMPLOYABILITY IN 2013**
**INTREO**

Intreo was launched in 2012 and is a new service from the Dept of Social Protection whereby you can search for jobs by area in a drop down menu.


The nearest Employment Services Office to UCC is in the centre of town, at:

Unit 1 Cornmarket Centre, 13/15 Cornmarket Street, Cork, Tel: +353 (0)21 4948900 Fax: +353(0)21-4274337

Vacancies can include, but are not limited to, bar and waiting staff, deli counter staff, retail and sales, home help and carers.

**Recruitment Agencies**

Recruitment agencies can be a useful way to find part-time work. There is a section of our website devoted to agencies at: http://www.ucc.ie/en/careers-advice/jobhunting/jobhunting/recruitmentlinks/

You will be required to fill out an online form or provide an up to date CV. Legally they cannot charge you for finding you a job, but if they place you, the employer will pay them a fee.

Some agencies/websites may charge for extra services (like CV checking) so check the details very closely. Please be aware that agencies linked to on our website do not constitute as an ‘approved list’ from Careers Services.

“During my time spent as a sales assistant on the check outs in Dunnes Stores I developed my communication and interpersonal skills through interacting with the customers. I learned how to be professional - to show up on time, to dress appropriately and tidily, to be polite and courteous and how to work as part of a team. I really feel that my time spent there has given me confidence and experience to help me gain employment in the future.”

*Orlaith, B.Ed (Hons) Sports Studies and Phys. Ed degree*
“In my role as a Sales Assistant in EUROGIANT in Blackpool Shopping Centre, I developed communication skills through customer service, I learned the importance of team work and worked with employees from different cultural backgrounds and it gave me insight into working in a busy work environment.

This experience has definitely given me confidence to enter the workplace after graduation”.

Jane, BComm Student

WEBSITES FOR LOCAL PART TIME JOBS

http://www.irishjobs.ie/Student-Jobs

http://www.jobs.ie – click on the Part Time option – and if looking for work while in UCC just narrow the search option to CORK...lots of possibilities such as Christmas /Seasonal Work; kitchen assistants, leisure club attendants; sales assistants and store greeters; movie extras etc. Good choice.

http://www.parttimejobs.ie/main/index - Use CORK in the keyword search

http://www.simplyhired.ie/a/jobs/list/q-part-time

http://jobs.donedeal.ie/ - Search by County. Good for jobs like Door Staff, Mystery Shoppers, Sales Staff


http://www.jobisjob.ie/cork/part-time/jobs - Useful for sales assistants, warehouse operatives, but don’t rule out any adverts in here from other Recruitment Agencies offering work in engineering, dental nursing, legal execs.

http://www.boards.ie/vbulletin/showthread.php?t=2055976563 Although typically Boards.ie is a place to go for Forums, this thread is solely for notifying new jobs that people know of, not for follow up chat about what a company is like to work for, pay scales or for general requests.
Applying for a part-time job is straightforward. You should:

- Find a vacancy which appeals to you
- Read the advert. Look carefully at the tasks you will have to complete as part of the role and at the skills required. As yourself...Have you got relevant experience and can you show you meet these requirements?
- Write a CV or if you already have one update it, tailored to the role you are applying for.
- If you have never written a CV check our website for guidelines!
- (Alternatively you might have to complete an application form from the company before having an informal chat.)
- Write a covering letter to accompany your CV
- Book an appointment with Careers Services to get your CV and cover letter checked before sending it off.
- Apply!

The steps described in the following pages should help you to create a good targeted application or provide you with lots of information before speaking to an employer.

It’s essential to spend some time preparing your application and making it tailored to the role you are applying for.

Don’t send off lots of identical CVs as the employer will notice that it is not targeted to the role they are recruiting for.

Make sure your application relates to the role and the requirements of the advert.
WHAT ARE EMPLOYERS LOOKING FOR?

Employers are not necessarily looking for someone who has previous experience of the work. Generally employers want candidates to have a number of key skills and qualities. These qualities are known as ‘employability skills’ or ‘transferable skills’ or ‘competencies’ and you will have developed them throughout your life.

As you decide to embark later on your career journey you will begin to hear more about “employability skills” and “transferable skills”

They include:

- punctuality/time-keeping
- being flexible/adaptable
- willingness to learn new skills
- ability to learn quickly working with minimal supervision
- communication
- team work

Tailoring your CV/application to the job vacancy will help you to provide evidence of relevant transferable skills, even if you don’t have relevant work experience.

“New graduates who have not had any work experience during their time at university have little or no chance of landing a well-paid job with a leading employer”

Martin Birchall, High Fliers Managing Director

Employers looked for the following attributes, in decreasing importance, when hiring graduates:

Relevant work experience
Good work ethic/attitude
Degree subject studied
Ability to be a team player
Mature attitude
Class of degree
Easy-going, cheerful attitude
Reputation of university attended
Ambitious and career-minded
Natural leadership

Source: theguardian.com
THE JOB VACANCY

Look at the vacancy and think about the tasks involved and the skills required. Some of the responsibilities can be broken down into specific tasks. For example, ‘general bar duties’ does not really say very much about the actual tasks. Thinking about it for a few minutes may give you ideas about the work – e.g. the duties will involve serving customers, cash-handling, filling up fridges with drinks etc.

This will help you show that you have suitable skills or are willing to learn in order to carry out the role.

HERE IS AN EXAMPLE OF A JOB ADVERT:

**Employer: The Barn Eagle**

**Employer Information:** Bar and nightclub.

**Job Type:** Leisure and Recreation Services

**Job Title:** Part-time Bar Staff

**Location:** Main Street Co. Cork

**Details:** Part-time staff required for bar and nightclub to complete tasks including setting up the bar, general bar duties, cocktail making and clearing tables. Various shifts are available.

**Skills:** Experience is preferred but not essential as full training is provided. Fine wines and cocktails knowledge would be an advantage. Outgoing personality, must enjoy working with people, be reliable and hard working all essential for the role.

**Rate of Pay:** *** per hour.

**Closing Date:** None Given

**How to Apply:** Send CV and letter to the Manager by email: manager@theloft.barneagle.ie

**Date Received:** 02/11/20**

TIP:

MAKE SURE YOU TAKE YOUR TIME READING THE JOB ADVERT SO THAT YOU CAN TAILOR YOUR CV AND APPLICATION SPECIFICALLY AND MAKE IT STAND OUT FROM THE CROWD!
EMPLOYER’S REQUIREMENTS

(This is just quick sample that we have identified)

They say: Setting up the bar

We identify: Stocking fridges, ensuring stock is in full, and displayed well and tidily and generally clean

They say: General bar duties

We identify: Serving customers/ cash handling/ stocking fridges or bar/glass collection

They say: Cocktail making

We identify: Knowing cocktail recipes/making them

They say: Knowledge of fine wines/cocktails

We identify: Knowing about different drinks

They say: Outgoing/enjoy working with people

We identify: Dealing with customers/being friendly

They say: Hard-working

We identify: Doing the job well especially when it’s busy/working as a team

They say: Reliable Punctuality

We identify: Excellent time-keeping
HOW TO SHOW YOU ARE RIGHT FOR THE JOB

Have you already got the required skills or qualities? Have you had previous work based experience you can use in your application? If you have little or no work experience, think about other practical experience you have gained from school, sports, community groups and so on.

So – if you don’t have “Bar” skills...try some of these:

They mention: Setting up the bar

But you might have: experience at helping set up for events at School/College

They mention: General bar duties - e.g. Cash-handling/Stocking fridges/Serving customers

But you might have this – experience from School or College will fit with this e.g. Cash handling at a club or society

They mention: Hard-working

But you might show this - From studying and balancing my part-time job and sport

They mention: Wine knowledge/cocktail making

You might say - No knowledge but you are eager to learn – quick learner

They mention: Reliable – Punctuality/Time-keeping

Punctual for part-time job.

You indicate: Time management from balancing study/part-time job/sport

Once you’ve done this, hopefully you will be able to see quite a few ways in which you can demonstrate some of the skills and qualities that the organisation is looking for.

SPEND SOME TIME THINKING OVER WHAT YOU’VE DONE IN SCHOOL/COLLEGE/CLUBS/SOCIETIES/SPORTS/HOBBIES TO GIVE EXAMPLES
OTHER WAYS OF GETTING PART TIME JOBS:

1. **Networking!** Asking family members, friends, or professionals you know for job-leads. Don’t be shy!

2. **Turn your talent into money...**are you good with kids? Try Babysitting. Are you good with hair and makeup? Set up a little mini weekend business! Are you creative on the computer? Try graphic designing for local small businesses. You know yourself what you are good at....think about it, do you have that entrepreneurial streak in you?

3. **Start Work-Shadowing.** Are you interested in pursuing a career in a certain area?....make contact with a company in that area and ask if you could work-shadow someone in the role you would love. You never know – you will gain experience, plus it could lead to better things!

4. **Open your eyes and ears!** If you are shopping in town on a Saturday afternoon, look in the windows for posters advertising casual or weekend work. Ask the shop assistants to speak to a manager on duty and make contact.

5. **Are you involved in a sports club?** GAA/Swimming/Golf/Hockey/Tennis/Rugby? Ask the committee if there is anything going. Try the club bar or café.

6. **Social Media:** Use Facebook, Twitter and LinkedIn to you advantage! Manage your profile online carefully, and it could be an innovative way to pick up some part time, casual or weekend work.
The following guidelines are offered as best practice, should you engage in part time employment:

- Employment during vacation time is preferable to work during term-time. If you must work during term, then a job which is confined to the weekend is preferable to one which takes up one or more nights during the week.

- Seasonal employment, e.g. before the Christmas period, should not impinge upon academic work.

- Employment which demands unsocial hours should be avoided where possible, especially when the following day is a weekday.

- Non-academic work which is excessively tiring should be avoided as much as possible, and especially during term time.

- Work where the schedule may be directly controlled (e.g. grinds) is preferable to a job where the hours are determined by an employer.

- Part-time employment should be avoided during the exam period.

- The absolute maximum number of work hours per week that you should devote to part-time work in term time is 10 hours.

*Information compiled by Eleanor Donoghue, Careers Information Manager, UCC.*