Working while studying

Tips for finding part-time or casual work

JCU students work in a broad range of part-time and casual roles while studying, including retail, hospitality, disability support services, business administration, tutoring and more. They also build their experience through volunteering.

Part-time positions usually involve regular hours or shifts each week. Employees on a part-time contract can accrue annual leave and sick / carers leave. **Casual positions** offer greater flexibility but less stability or predictability. Casual employees work on an hourly or daily basis with no commitment for ongoing work. Their hours can vary from week to week and are not guaranteed. Casual employees aren't entitled to paid sick, carers or annual leave, but are paid a slightly higher rate with casual loading on top of the base rate of pay to compensate.

Getting ready to apply

1. Prepare a resume and cover letter that outline the skills and experience you have to offer an employer. It is recommended that you tailor your application for each position you are applying for to help stand out among applicants.
2. Ensure you request permission before listing a referee on your application. If possible, use Australian referees for Australian-based jobs. If using an overseas referee, an email contact will be more appropriate than an international phone number.
3. If you haven't done so already, apply for a Tax File Number through the Australian Taxation Office.
4. International students – Ensure you are aware of the work restrictions for your visa before applying for work and be prepared to explain your working rights and limitations to prospective employers.

Where to look for work

JCU CareerHub is a job portal for JCU students and graduates. It lists opportunities ranging from casual/part-time work to vacation work, internships and graduate roles.

In addition to advertising graduate positions, Prosple and SEEK Grad also advertise internships.

Seek, Indeed and CareerOne are used by many employers to advertise general vacancies.

Many large companies only recruit through their own websites rather than advertising externally, for example:

- Retailers such as Coles Group, Woolworths Group, Kmart, Bunnings, Officeworks, JB Hifi, Harvey Norman
- Food establishments such as McDonald's, Subway, KFC, Domino's, Grill'd,
- Hotel chains such as Accor (Novotel, Pullman, Mercure, Ibis), Marriott, Hilton, Oaks, Rydges, The Ville

Scroll to the bottom of their homepage and look for a link such as *Careers* or *Work For Us*.

Consider applying for a JCU Student Ambassador or Peer Assisted Study Session (PASS) Leader position.

Register with employment agencies such as Signature Staff, Hays, CBC Staff or Precruitment. For further details search online for employment services in your city.

Townsville students may find local jobs advertised on Jobs North Queensland.

The hidden job market – In regional areas, many job opportunities may not be advertised. In addition to looking for work online, use all available networks to look for work: fellow students, JCU staff, roommates and sporting teams.

Need help?

JCU Careers and Employability not only help students with landing their graduate jobs, we also support students with gaining employment while studying. Book your one-on-one appointment for assistance with job seeking, written applications or preparing for interviews through CareerHub.