



University of
St Andrews

Part-time jobs

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Purpose	Overview of how students can find part-time job opportunities in St Andrews and the service we provide for employers.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Updated and new title	Published	Tracey Dall, Information Officer, Careers Centre	14/09/2021

Part-time jobs

Introduction

The Careers Centre provides a vacancy service for students and local employers, providing details of part-time, temporary, or casual jobs in St Andrews and surrounding areas. It covers a wide variety of vacancies including bar work, childcare, labouring, cleaning, retail, administration, data collection and working in shops and hotels. You may also find a position which is relevant to the career you are interested in.

Vacancies

The Careers Centre continues to raise awareness of this service with the local community to source vacancies throughout the year.

We also promote this service to university staff and departments who may be interested in employing casual staff.

Students

All matriculated students at the University of St Andrews have access to part-time local opportunities. Current opportunities are advertised on Career Connect (vacancy type 'Look Local'), where you can also set up to receive email alerts once a new vacancy posting has been listed.

Local employers normally ask students to apply either by CV, telephone, or email. A suggested CV format is available on the Careers Centre website.

Where possible, we recommend employers choose vacancy type 'Look Local' to raise awareness of the opportunity to our local student community.

Further details about part-time jobs in St Andrews, including National Insurance Numbers, is available on the Careers Centre website.

Employers

The Careers Centre advertises employer vacancies free of charge - see the Employers section of our website for further details.

We reserve the right not to advertise an employer's vacancy, including those which do not comply with the National Minimum Wage or is discriminatory in terms of equality and diversity legislation.

Careers Centre staff are happy to assist local employers in adding their vacancies to our website. Email: employers@st-andrews.ac.uk.

Employers are asked to inform the Careers Centre once their vacancy has been filled so it can be removed from our system.

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