



University of
St Andrews

Vacancy advertising – information for students

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Purpose	Introduction and Disclaimer to students and graduates using the jobs portal on CareerConnect.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Update	Published	Tracey Dall, Information Officer, Careers Centre	23/02/2024

Introduction

All fully matriculated students at the University of St Andrews and graduates (within three years of graduation) have access to a wide variety of vacancies, including:

- Part-time opportunities
- Internships/summer work
- Work experience/volunteering/GAP year opportunities
- Graduate jobs

All vacancies are advertised on CareerConnect. Users can set-up their CareerConnect profile to receive email alerts once a new vacancy posting has been listed.

Disclaimer to students and graduates using the jobs portal on CareerConnect.

- The Careers Centre in their overall approach adheres to the highest professional standards, especially through our commitment to the policies, codes, and practices of our professional association AGCAS. We provide client-focused, impartial, objective, transparent and confidential careers education, information, resources and guidance.
- The Careers Centre at the University of St Andrews places adverts in good faith based on information provided by the employer
- We make every reasonable effort to ensure that all information is accurate, but the University can take no responsibility for advertisers' statements.
- We take all reasonable steps to ensure vacancies advertised are in accordance with UK discrimination legislation, including those relating to sex, gender, relationship status, maternity, race, disability, sexual orientation, religion/belief, and age.
- Since the Careers Centre is unable to regulate the quality or work environment of opportunities advertised, users of our service must take responsibility for their own decisions in applying for specific job vacancies or accepting offers of employment.
- Users of the service applying to vacancies are advised to check with employers all details concerning their prospective employment – e.g. salary, visas – before undertaking any work, and we recommend that you request and sign an employment contract.
- The University of St Andrews Careers Centre will not enter into contracts between students and employers. These must be directly between the student and the employer.

The University accepts no liability for any loss or damage suffered by a student or graduate as a result of taking up employment via a vacancy advertised through the University.

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1.1	Update	Published	Tracey Dall, Information Officer, Careers Centre	23/02/2024
1.0	New document	Published	Tracey Dall, Information Officer, Careers Centre	22/12/2022