

How to find Part-time Work

Many students undertake paid work during their studies to provide themselves with an income. Research has indicated that about 70% of full time tertiary students work part-time or on a casual basis. This Quick Tip covers the key issues relating to part-time work, including its effect on study, its place on your resume, and where to search for part-time work.

Balancing part-time work and study

In addition to providing you with income, the skills and experiences you develop in your part-time work is regarded by most graduate employers as adding value to their organisations.

Even if your part-time job is in an area that's unrelated to your studies, the general or transferable skills and life experience you develop will be valuable in your future career.

Employers want graduates with general skills in planning and organising, self management, working in teams, communication and initiative. By including relevant details of your part-time work in your resume, you have an opportunity to demonstrate that you are continuing to develop all these skills.

Before you start your job search

Finding part-time work is a competitive process so you will need to be persistent, resourceful and creative. Before you start, check that you:

- know the skills and personal qualities you can offer an employer
- are clear about your availability in terms of the hours and days you can work
- obtain a Tax File number
- apply for a work permit if you are an international
- application packag

Before you start your job search

RMIT Career Development and Employment

CareerHub – RMIT employment portal for RMIT students only. Go to our website at www.careerhub.rmit.edu.au to see what jobs are advertised.

Network

Use your friends and existing networks to look for suitable part-time work. See Quick Tips: Hidden Job Market.

Contact organisations directly

Contacting organisations directly, either in person, or via phone and email, is an option to see if there are work opportunities. You would need to be prepared to either provide them with a Resume highlighting your skills.

Seek

Seek is one of the biggest job-seeking site that advertises job vacancies, and features articles on job seeking and career development tips.

www.seek.com.au

Other possible sources of information would include your local newspaper and public notice boards that may be located in your local shopping centre.

Where to get help

Fair Work Australia

Australian Government website provides information and advice on all workplace relations matters, including minimum wages and conditions and advice on workplace agreements.

www.fairwork.gov.au

Fair Work Australia Ombudsman

The Fair Work Ombudsman deals with complaints in relation to pay, conditions, workplace rights and discrimination in the workplace.

<http://www.fairwork.gov.au/complaints>

Job Watch

Service providing support and information on employment conditions, including information on job-seeking traps, employees' rights at work, rules on termination of employment, etc.

www.jobwatch.org.au

Australian Taxation Office

Taxation information for individuals and businesses.

www.ato.gov.au

Centrelink

Students receiving Centrelink payments should check the rules regarding the income test for their particular payment, especially for income-free zones, income bank, low income Health Care Card conditions, and the various rates at which your payment may be reduced when you're earning income.

For more information go to www.centrelink.gov.au and choose the Studying or Training options under the Individuals button.

Further Information

<https://www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice> for many links, DVDs, interview practice and more.

Further information

See the Resumes section on our Jobs and Career advice web pages

www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice

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