Examples of JobsOC Work Assignments

Admin and clerical

Work can include tasks such as scanning, photocopying and data entry. These roles are often short term: a few hours a week, or even just for a few hours. We also place JobsOC Temps into longer assignments (up to 12 weeks maximum). A few examples of previous assignments are below:

- reception and customer service: greeting visitors, answering general queries, responding to emails and telephone calls and providing basic secretarial assistance, including typing, photocopying, filing and maintenance of simple databases.
- School administrative support assistance: data entry, sorting cupboards, arranging stationery, answering phones, covering reception, assisting with meetings, open days and events, and assisting the Office Manager in preparing for the new academic year by printing off timetables and preparing registration.
- Data Entry and Admin Assistant: theses role included data entry, cross checking of information and setting up new records using OneNote.
- Administration Assistant: processing purchase orders, paying invoices, reconciliation of purchasing statements, booking travel and accommodation, and using the University’s financial SAP and P2P system on a daily basis.

Catering and hospitality

Work may be available at the EAT@Newcastle outlets such at EAT@Courtyard, EAT@Campus Coffee and EAT@Castle Leazes. This may include serving customers, clearing tables, cleaning and basic food and drink preparation. There may be work for EAT@Event Catering including drinks receptions and graduation ceremonies.

Customer service

Previous assignments have included providing help and support to new students during registration, meeting and greeting international students when they arrive at the airport and assisting in their journey to their accommodation, and sports grounds assistance.

Library support

The University Library hires JobsOC Temps to provide additional support during busy periods. Work includes customer service, keeping library areas tidy and ensuring library areas are quiet.
IT support

Previous roles have included unpacking and registering new equipment, document support (mainly MS Word), helping customers to use cluster printers and scanners, troubleshooting cluster PCs, and checking and refilling printers across campus.

Telephone survey

Each year JobsOC temps are hired to conduct a telephone survey of recent Newcastle University alumni to collect data regarding employment and further study.

Cleaning

Each summer a large number of jobs are available cleaning student accommodation sites. Full and part-time roles are usually available, and assignments range from 1 - 2 weeks to 12 weeks.

Events support

JobsOC support is used for various events, with roles such as graduation ceremony marshals, alumni promotions, events photography, assisting at open days and exhibition assistants.