

# JOBS ON CAMPUS



## Typical Work Assignments

JobsOC work assignments often vary in terms of duration and skills required. We advertise entry-level assignments, alongside more advanced assignments requiring some previous experience or specific skills. Some assignments are for a few hours' or days' work, with others offering work lasting up to 26 weeks.

### Admin and Clerical

Admin assignments are usually entry-level, but can occasionally be more advanced, and are available throughout the academic year. Tasks usually include:

- Answering telephone enquiries
- Diary and calendar management
- Greeting people and answering enquiries (if on a reception desk)
- Filing, photocopying, scanning
- Basic data entry and checking
- Basic use of Microsoft programmes, Word, Excel ect.

### Customer Service/Events Support

These assignments are available throughout the academic year, but are particularly common at busy times such as at the start of term and exam periods. These roles often involve promoting the University and its services to potential students and their families, or to existing students. Past customer service/events support assignments have included:

### Library Attendants (University Libraries):

- Acting as Fire Warden
- Providing general customer service
- Counting/recording number of users in library at specific times

### Customer Service/IT Support (Professional Support Services):

- Helping customers to use cluster printers and scanners
- Assisting customers with mobile device connection issues

- Checking and refilling printers across campus, and replacing toners

#### Open Day Helpers (Marketing and Student Recruitment):

- Conducting tours of rooms/flats at various accommodation sites
- Directing visitors to buildings and sessions, answering queries and approaching visitors that look lost
- Conducting library tours

#### Catering, Hospitality and Cleaning

Catering work is often offered at the various EAT@Newcastle outlets throughout the university. Hospitality and Cleaning roles are also common at various campus and accommodation sites. Some of these roles can include:

#### Accommodation Assistant (Accommodation and Hospitality Services):

- Conducting room inspections
- Making up beds and updating inventories
- Greeting new students and assisting with luggage

#### General Catering Assistant (Accommodation and Hospitality Services):

- Preparing/serving hot and cold drinks to customers
- General cleaning such as changing bins
- Refilling milk/coffee in coffee machines

#### Residence Assistant (cleaning) (Accommodation and Hospitality Services):

- Vacuuming floors
- Cleaning kitchen/bathroom areas
- Washing walls and ceilings

#### Specialist Roles

In addition to the more typical roles listed above, we also advertise a range of more specialised roles. Examples of these types of roles includes language translation, website development, photography and videography, social media management and musical performance.