Typical Work Assignments

Admin and Clerical

Work assignments vary in terms of skills required and in duration. We advertise entry-level assignments alongside more advanced assignments requiring some previous experience. Some assignments are for a few hours’ or days’ work with others offering work lasting up to 26 weeks. Previous assignments have included:

- **Administration Assistant (International Office)**
  - Organising and leading campus tours
  - Data entry;
  - Arranging meetings
  - Assisting with travel arrangements,
  - Supporting the organisation of events and school visits

- **Admin Support to Research Study (Research Institute)**:
  - Data entry
  - Making appointments for patients
  - Maintaining patient records.

- **Placement Administration Assistant (Careers Service)**:
  - Advertising and work experience opportunities
  - Updating databases
  - Scanning

- **Programme Assistant (Academic School)**:
  - Updating Blackboard
  - Drafting the revision of key programme data
  - Receptionist Duties
  - Responding to student queries.

- **Personal Assistant (Executive Office)**:
  - Fielding telephone calls and answering telephone enquiries
  - Diary management
  - Typing correspondence
  - Arranging travel and accommodation
Customer Service

These assignments are customer facing (usually students or visitors) and are usually available at busy times in the academic year, such as at the start of term, exam periods and open days.

- **Library Attendants (University Libraries)**
  - A large volume of work is usually available throughout the year, but particularly in the run up to exam periods.
  - Duties include customer service and keeping library areas quiet and tidy.

- **Registration Support (Student Services)**
  - Welcoming customers to the building/University.
  - Helping to organise the queuing system and signposting/referring to other areas/buildings on campus.
  - Queue busting’ assisting/advising customers on the use of ‘self-serve’ options.
  - Using tablets to provide information to customers.

- **Airport Welcome (International Office):**
  - Welcoming new International Students
  - Helping students onto coaches to take them to University Accommodation

- **Visit Day Support (Marketing and Student Recruitment):**
  - Accommodation Tours
  - Library Tours
  - Welcome Guide
  - Signposting

Events Support

JobsOC support is used for various events on campus. Roles include graduation ceremony marshals, NU Alumni promotions, and exhibition assistants. These roles often involve promoting the University and its services to potential students and their families, or to existing students.

Catering and Hospitality

Work is offered at the various EAT@Newcastle outlets throughout the university. Duties may include serving food and drinks, maintaining a clean environment and basic food preparation.

Cleaning

Every summer a large volume of JobsOC Temps are recruited to assist with cleaning student accommodation. Roles are available for a week up to a few months.

Specialist Roles:

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