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. Previous admin roles include:

- **Rugby Administrator (Sports Centre):**
  - Gathering/collating information on leavers and liaising with the RFU
  - Liaising with the Director of Rugby and Performance Sport Manager
  - Organising RFU Coach & Referee Education courses for Students/Staff

- **Vacancy Assistant (Careers Service):**
  - Adding and proofing vacancies on our vacancies online pages
  - Liaising with employers about vacancies
  - Responding to emails and manning the recruitment inbox

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

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.