

Seeking Employment

CAREER CENTRE

The Careers Centre assists postgraduate students to explore employment options and advises individuals on broad issues such as job search, resumes and interview skills, how to find course-related work while studying and develop career management skills for various degrees. The Centre maintains a job vacancy database including graduate and casual vacancies. Subscribe to Job Alert for daily email notifications of new vacancies for casual and graduate positions. By subscribing to our email newsletter you will also receive regular information on our workshops on interview skills, resume writing, Career Fairs, industry guest speakers etc. The Postgraduate Career Officer welcomes all enquiries from postgraduate students.
Tel: 02 8627 8403
Email: careers.information@usyd.edu.au
Level 5, Jane Foss Russell Building
www.careers.usyd.edu.au

CASUAL EMPLOYMENT SERVICE

The Casual Employment Service helps enrolled degree students find casual and part-time work during their studies and in University vacations. Students can register their skills and availability for work with this service and should visit the noticeboards in the office, or check the website, as often as possible. This is a self help service meaning you must apply for the jobs you want. For more information contact:
(02) 8627 8408
ces_studentservices@usyd.edu.au
Level 5, Jane Foss Russell Building (G02)
www.careers.usyd.edu.au/students/casual

UNI STAFF

Unistaff sources and manages staff to cover temporary staffing needs at the University, including staff absences, periods of high workload, specific projects and new initiatives. For more information contact:
(02) 9351 5407 or (02) 9351 5405
unistaff.mail@usyd.edu.au
Level 3, 1 Ross Street, Glebe (K06)
www.usyd.edu.au/sydneypeople/careers/temporary_staff_unistaff

SYDNEY TALENT

SydneyTalent is a new initiative that connects University of Sydney students with employers for part-time and full-time employment as undergraduates, graduates, and highly skilled post-graduates. In addition to valuable employment, our WorkReady Orientation™, WorkReady Essentials™ and WorkPlace Performance Development™ initiatives provide students with practical and enduring life skills valued by employers and the broader community. With us, students gain a uniquely enriching experience. For more information contact:
(02) 8627 8000
sydney.talent@usyd.edu.au
Level 5, Jane Foss Russell Building G02
www.sydneytalent.com.au

OTHER USEFUL WEBSITES

www.seek.com
www.mycareer.com.au
www.jobs.nsw.gov.au

Contact Details

You can contact a SUPRA SAAO via:

- Email: help@supra.usyd.edu.au
- Telephone: (02) 9351 3715 or free call number: 1800 249 950 if you are outside the Sydney Metropolitan area.
- Fax: (02) 9351 6400
- Complete a web form: www.supra.usyd.edu.au/Adv/Contact_a_SAAO.html
- Or just come into the SUPRA office in the Raglan Street Building (G10) during normal business hours

Disclaimer:

This information does not constitute legal advice. Despite our best efforts there may be errors in the information we give you. Seek a range of advice and up to date information on your particular circumstances before you act on the information provided.

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Employment

an overview for postgraduates



www.supra.usyd.edu.au

Many postgraduate students work while they study. It is important that you know of any restrictions on the hours you are allowed to work if you have a scholarship, are an international student, or are studying under some other kind of arrangement where work restrictions apply. It is also important that you are aware of assistance available in seeking work and that you know your rights as an employee once you are working. Please use those resources but also feel free to contact a SUPRA Student Advice and Advocacy Officer (SAAO) at any stage.

Scholarships and Employment

The University of Sydney stipulates that students on Australian Postgraduate Awards (APAs) and similar scholarships may undertake paid work up to a maximum of 20 hours per week, evening, weekend and holiday work included. If employed by the University as part-time staff, the appointment must not exceed half-time or 50% of a full-time position. If employed by the University as a casual teacher, duties can be carried on throughout the year except that there should be a block of at least six weeks clear of teaching duties for research in addition to recreational leave. Current Department of Employment, Science and Training APA Guidelines can be downloaded from www.dest.gov.au.

For more information you can also contact the Research Office at the University of Sydney on (02) 8627 8111, Level 6, Jane Foss Russell Building (G02), www.usyd.edu.au/ro

International Students And Employment

Permission to work is granted for up to 20 hours per calendar week during semester. You cannot work 30 hours one week and 10 the next to 'even it out'. You may work full time during university vacations. There are no exceptions for volunteer or cash in hand work; you must obtain permission to work to do any kind of employment. It is your responsibility to understand and stay within the terms of your visa. You must also obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office. For more details visit http://www.immi.gov.au/students/students/working_while_studying/index.htm

Contact the International Office for further assistance on (02) 8627 8300 or visit them at Level 4, Jane Foss Russell Building (G02)

Your Rights At Work

Whether you are employed on a casual, fixed-term contract or on-going basis, you should be aware of your rights. You can find out what the relevant State or Federal award or Enterprise Agreement determines for your conditions of employment by visiting <http://www.lawlink.nsw.gov.au/irc> or <http://www.wagenet.gov.au/WageNet/HomePage/HomePage.asp>

If you are having difficulty working out which award or enterprise agreement might apply to your situation, or you have been asked to sign an Australian Workplace Agreement (essentially an individual agreement that can sometimes strip workers of award or enterprise agreement entitlements), then consider calling the Worker's Hotline number on 1300 362 223. The hotline is

operated by the Australian Council of Trade Unions and offers free and confidential advice about your rights at work.

National Tertiary Education Union (NTEU)

Many students work as casuals at the University of Sydney as academic staff. Casual work can include academic jobs such as tutors, lecturers and research assistants, or in general positions such as library assistant jobs and administration.

You may consider joining the National Tertiary Education Union (NTEU). The NTEU is the only union working exclusively in the Australian tertiary education sector. They produce a 'Smart Casuals' publication which includes lots of helpful information and offer cut price membership for casual staff. For more information visit the NTEU website <http://www.nteu.org.au/>

NTEU Sydney University Branch
(02) 9351 2827
nteu@nteu.usyd.edu.au
Room 214, Transient Building (F12)

... *assistance available in seeking work* ...