EMPLOY A STUDENT!

The new eJobs Work @ RMIT system enables RMIT staff to advertise jobs to students.

• eJobs is free of charge
• eJobs is easy to use
• Target hundreds of talented students
• Flexible – design the job ad that suits you
• Filter applications
• Students possess diverse skills, knowledge and experience
• Students can be employed for brief periods to help you with ‘overflow’ work

STEP 1:
When you have a vacancy, determine whether it is suitable for a student.

What roles are suitable for students?
The variety of work suitable for students at RMIT reflects the variety of knowledge and skills of our students. The most suitable work includes:

1. Research
2. Teaching and tutoring
3. Laboratory assistance
4. Administrative work of varying levels of sophistication
5. Reception and switchboard work
6. IT
7. Exam invigilators
8. Customer service.

Don’t forget that many students, particularly postgraduate students, have already had a previous career and are suitable for professional roles requiring specialist expertise.

How many hours per week can students work?
Full-time students often seek to work up to 20 hours per week. Students are often able to work extra hours during the winter and summer break.

Be aware that students with International Student Visas are subject to limitations on the number of hours they are able to work. A breach of these limitations can have serious consequences, including visa cancellation or deportation. You should ascertain whether a student is subject to work restrictions and contact People & Culture to discuss.

STEP 2:
If you wish to advertise a casual position, visit www.rmit.edu.au/careers/work@rmit

Register
If you have not already done so, you need to register as an employer. Click the “Register for eJobs” button and follow the prompts.

Place a job advertisement
Once you have registered as an employer, you can login to eJobs.

On the left hand side of the screen you will notice an action panel. Under the ‘Jobs’ section you need to click ‘Add a new job’. This will bring up the form that needs to be completed. Information that needs to be submitted includes: title, summary, details, pay rate, commencement date, number of positions available, and application procedures.

Once you have completed this section, select the disciplines and campus you are targeting. Under “Service,” be sure to select “Work @ RMIT.”
Attachments, such as job descriptions, can be added to the job advertisement.

Please make sure your advertisement includes all relevant details, such as location, hours per week, and the requisite qualifications or experience the student must possess.

**STEP 3:**

If you wish to advertise a full-time, part-time, fixed term or continuing position, contact People & Culture

To target students, ask your Recruitment consultant to advertise the position on eJobs Work@RMIT.

**Things to be aware of**

- Ensure the job advertisement has been approved by your manager
- Be aware that students with International Student Visas are subject to a variety of employment conditions, including a prohibition against working more than 20 hours per week. You must avoid complicity in any breaches of these Visa conditions.
- Ensure you comply with People and Culture Recruitment policies. The relevant policies regulating employment of casual staff can be found on the People and Culture website.

**GUIDELINES FOR PLACING AN ADVERTISEMENT ON EJOBS**

**Tips**

Here are some tips to maximise the impact of your eJobs Work @ RMIT advertisement:

- Think about why a student would want to work for your area.
- Write your advertisement for a student audience.
- Keep your paragraphs short and use dot points.
- Provide details of the annual salary or hourly rate.
- Include clear and simple instructions about how to apply for the position.
- Indicate exactly what the application should include e.g. resume, statement addressing selection criteria etc.
- Any detailed additional information should be included as an attachment.
- Provide a website link to your area.

**WHAT TO INCLUDE**

**Position Title**

Your position title should be:

- Clear and simple
- Accurately reflect the position
- Avoid jargon and gimmicks

**Descriptive Details: Summary**

- Provide a concise overview of the role and organisational department.
- Be sure to identify the type of student you are looking for to attract the right candidate.
- Capture the attention of students in the first sentence without using gimmicks.
- Include what will appeal about the position.

**Job Details**

- Describe the position clearly including its opportunities and responsibilities.
- Provide a brief summary of your area including the culture and working environment.
- Be specific about the position's benefits, including the salary, opportunities for career progression, training, rewards and incentives.
- Provide salary information – hourly rate of pay and name of a relevant award/job classification.
- Explain what you’re looking for in applicants – qualifications, skills, experience, working hours, personality characteristics – without being too generic.
- Specify what makes your job unique – remember your candidates are likely to be comparing your offer against others.
- Keep the details informative yet concise, remembering candidates will see your advertisement on screen, most likely scanning through the text rather than reading each word.