

Part-time work for international students

Why are you looking for work?

This guide is useful if you need work to:

- earn money to help with living expenses
- meet people, or
- practice speaking English

If you are seeking professional, course-related work, see Quick tips for job search and Quick tips for work experience.

What work will you choose?

This depends on your skills and interests and your English language ability. You can find some ideas in Quick tips for part-time work.

Part-time work

The hours are regular and pre-arranged. You are contracted to work for a period of time and receive sick leave and annual leave.

Casual employment

Can be part-time or full-time. You will be asked to work only when needed and only paid for the hours worked. You will not receive annual or sick leave.

For more about different types of employment and your rights at work, visit www.jobwatch.org.au

Where to look for work

There are many ways to look for work:

- Register on CareerHub, RMIT's employment website for students, at: www.rmit.edu.au/careers/careerhub.
- Visit the Job Search websites page on the Career website
- Check The Age and Herald-Sun (Wednesdays and Saturdays) and other local newspapers.
- Large companies like Myer, Coles, Woolworths, David Jones, Kmart and Target list vacancies on their websites and ask you to apply online. If they need extra workers for Christmas, they may advertise early in second semester.
- Contact employers directly. Visit www.yellowpages.com.au to search industry types and find links to company websites (you could look for cleaning firms, tutoring agencies or telemarketing firms).
- Tell everyone you know that you are looking for work. You can meet more people by

joining clubs and societies, local organisations and sporting groups. Also see Quick tips for networking.

- LinkedIn.com is useful for connecting with potential employers and joining networks

How do you apply for work?

Online

- have an up-to-date resume
- write a cover letter or email introducing yourself
- follow up with a phone call

Phone

- be polite and clear about why you are calling
- be ready to talk about your skills and experience and do not simply ask for a job
- read the Quick tips on Contacting Employers.

In person

- dress smartly
- choose a time when the workplace is not busy (don't go to a café at lunchtime)
- bring a printed copy of your resume with your contact details and relevant experience

Resumes

Resumes in Australia might be different from those of your home country. Show a Job Shop staff member your application before you send it to an employer.

Through RMIT Careers, you can:

- attend free programs and events to help you apply for work
- learn more about writing resumes and cover letters online www.rmit.edu.au/careers/applicationexpress

For more information, read Quick tips for resumes and Quick tips for application letters.

Interviews

To prepare for your interview:

- learn about the organisation and what they do
- know what skills and experience you have to offer

- plan and practice answers to questions you might be asked
- make sure that you are appropriately dressed and groomed

You can also:

- read Quick tips for interviews
- watch a video in the Careers Resource Centre or streamed from our website
- Practice with the online interview simulator in the Careers Toolkit - www.rmit.edu.au/careers/toolkit
- attend a Preparing for Employment seminar—check the latest programs and events on our website
- arrange for a practice interview with a Careers Consultant after doing all of the above—see Quick tips for Interviews.

How Much?

Find out the minimum rates of pay for types of work by visiting www.fairwork.gov.au

Beware of unpaid trial work! Employers must pay you for all trial work and training.

We suggest that you do not take on sales work paid on commission—you could work all day and sell (and earn) nothing!

Regulations to Note

With an international student visa you can work up to 20 hours per week during semester and full time during the holidays. This includes self-employment but not voluntary work. Check the requirements of your visa.

Apply for a tax file number on the Australian Taxation Office website www.ato.gov.au. If you do not have a tax file number, you have to pay more tax.

Working for 'cash-in-hand'—paying no tax—is illegal and you will not be covered for insurance against injury.

Problems at Work

If you are concerned about your pay and conditions or exploitation in the workforce visit www.fairwork.gov.au or contact Jobwatch: www.jobwatch.org.au

Further information

Visit the Jobs and Career Advice web page for more tips, videos and other careers information.

www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice

Updated July 2017

Disclaimer: The information on this fact sheet is provided as a guide only. RMIT Careers and Employability takes no responsibility for the accuracy of the information or services supplied. Providers listed are not owned or operated by RMIT. Students should contact providers directly for further information. RMIT CRICOS provider number: 00122A