



# ROYAL HOLLOWAY TALENT BANK

## Jobs Available in Royal Holloway University

### Why?

Whether you're at the 'Evaluate', 'Explore' or 'Enact' stage of your career journey, finding a job on campus is a convenient and effective way of adding valuable employment skills and responsibilities, which can then be evidenced for future applications.

### How to Apply

To apply please register through [www.royalhollowaytalentbank.co.uk](http://www.royalhollowaytalentbank.co.uk)

### Department: Conferencing and Catering

**Roles available:** Bar Staff, Catering Assistants, Baristas, Silver Service Staff, Conference Assistants (vacation periods)

**Number of positions available:** 300

**Recruitment Details:** Recruitment usually takes place following A-level results day and in the spring term. Vacancies are advertised via Royal Holloway Talent Bank, posters and/or flyers in all catering outlets and poster boards across campus. We make an important distinction between capturing and analysing general web traffic and your personal data we store and process as a registered user.

### Department: Customer Services Team

**Roles available:** Various positions in Customer Services. Candidates need to be prepared to work unsociable hours i.e. evenings and weekends.

**Number of positions:** 10

**Recruitment details:** Recruitment occurs when current staff leave. Vacancies advertised via Royal Holloway Talent Bank, posters in halls of residence. Short-term opportunities are available for welcome weekend and week leading up to it in September.

## Department: IT Services

**Roles available:** IT Assistants. Hours – varied

**Number of positions:** up to 10

**Recruitment details:** Recruitment takes place throughout the year as the need arises. Team membership and requirements are reviewed in May/June, but there may be a need to recruit at other times of the year. If you are IT literate, a technical capable problem solver and have excellent communication skills.

## Department: Library Services

**Roles available:** Evening / Weekend Assistants

**Number of positions:** 7

**Recruitment details:** Recruitment usually takes place in July / August, but there may be a need to recruit at other times of the year. Vacancies are advertised via the Royal Holloway Talent Bank. Desirable skills for this role are good customer service or previous library experience, IT literacy, good communication skills, commitment and reliability.

## Department: (Library) Stock Management Assistants

**Roles available:** Stock Management Assistants

**Number of positions:** 8 (flexible)

**Recruitment Details:** Recruitment usually takes place in the middle of September, but there may be a need to recruit at other times of the year. Vacancies are advertised on the Royal Holloway Talent Bank. Desirable skills are customer service or previous library experience, numerical literacy, commitment and reliability.

## Department: Student Administration

**Roles available:** Enrolment (Welcome Week) Assistants, Exam Invigilators, Graduation Assistants.

**Number of positions:** 140.

(Majority only during exams, which is only open to PGR.)

**Recruitment Details:** Recruitment starts in early spring term ahead of exams and again in summer term ahead of graduation. Vacancies are advertised via Royal Holloway Talent Bank & posters.

## Department: Students' Union

**Part-time roles available:** Bar Staff, Security Staff, Tech Crew, Union Shop Assistants, Promotional Staff, Photographers, Graphic Designers, Helpdesk Assistants, SSHH Bus Drivers.

**Number of positions:** Approx. 200

**Recruitment Details:** Recruitment usually takes place during September/October and March/April. Vacancies are advertised via the Royal Holloway Talent Bank.

## Department: International Student Support Office

**Roles available:** Airport Student Ambassador

**Number of positions:** 10

**Recruitment Details:** Students work on Welcome Weekend in September greeting new international students at Heathrow. Recruitment takes place in the summer term for the coming September.

## Join the RH100

The RH100 panel is a large focus group made up of 100 students from across Royal Holloway. RH100 helps to ensure that a range of views are considered in relation to developments around campus and provide insights that help us to test ideas, develop our thinking and inform how we shape the College for the future.

Students who would like to apply to join next year's RH100 can register their interest at Royal Holloway Talent Bank. Find out more about the RH100's activities on the intranet.