

## On CampUS Placements

On CampUS Placements is coordinated by the Careers Service to help you enhance your employability skills through offering paid, project-based placements with academic and professional services departments within the University.

Your placement will last for 100 hours – a maximum of 16 hours per week during term time - and you will be paid a bursary of £1000 for the 100 hours. By working on an On CampUS Placement you will be contributing to the development of projects around the University whilst learning new and valuable skills which will in turn enhance your CV for future employment.

Placements are available to undergraduate and taught postgraduate students from all degree disciplines and could include market research, events management, social media strategy, degree related research and much more.

On CampUS Placements will be advertised on [Career Connect](#) and are available at two points throughout the year - from Monday 30th October and from Monday 5th February 2018.

### What does an On CampUS Placement involve?

During your On CampUS Placement you will be required to:

- Work with your host department to complete the tasks outlined in your job description
- Commit to working 100 hours for the department
- Be flexible with your working hours, to ensure that this fits around your studies
- Hand in two signed time sheets, one at 50 hours and one at 100 hours, in order to receive your payment
- Produce a placement poster to reflect upon your experience and the skills that you have developed; guidance will be provided by the Placement Team about the requirements for this

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### Am I eligible to apply?

On CampUS Placements is open to current undergraduate and taught postgraduate students of the University of Sheffield. Recent graduates and students who have recently completed their Masters course will not be eligible as they no longer have student status.

The scheme is open to both home and international students. Please note: if you are an international student with a visa, you must not work more than the 10/20 hours per week in total that your immigration permission allows. This includes work that may be done with multiple employers.

Home and EU students on Leave of Absence are welcome to take part in On CampUS placements, as long as the placement host is made aware of your status. Due to visa restrictions, international students on Leave of Absence cannot undertake an On CampUS placement.

All students must not undertake more than one On CampUS Placement at any one time and you are not able to undertake more than one placement in the same department that you have already worked in within the academic year.

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### **When will I start my On CampUS Placement?**

Once you have been successfully appointed to a placement you will need to upload your details on to our placement database. You will then be contacted by our Placement Team who will arrange to undertake an Eligibility to Work check prior to the start of your placement with the department.

Contact: The Placements Team

**Email:** [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk)

You will also need to agree a start date with your line manager, however it is important that you complete the required paperwork with the Careers Service prior to starting your placement.

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### **Where can I find On CampUS Placements?**

#### **Career Connect (Find it in MUSE)**

All On CampUS Placements will be advertised under 'casual/part time work' on Career Connect, under the heading '**On CampUS Placements – title of vacancy**'. There will be a number of opportunities throughout the year.

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### **CVs, applications and interviews**

You will usually be asked to apply by CV and covering letter so have a look at the guidance material on our website for tips on how to make your application stand out.

We receive feedback from departments about the quality of applications and they make the point that they are looking for students who have tailored their CV and covering letter to the job. Take time to make your application relevant and demonstrate why you are suitable for the placement you are applying for.