



Part-time Jobs Guide: International Students



Contents

This guide has been created by Employability & Careers to support international students with finding part-time work. You can find a range of information, guidance and resources on the following pages.

For further support, **book a careers appointment on [MyFuture](#)** or email us at **careers@napier.ac.uk**.

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Overview

What is part-time work

Part-time work at Edinburgh Napier University is defined as paid employment up to 20 hours/week, starting Mondays.

It should complement studies and differs from course-tied work placements.



Benefits of Part-time Work

- **Financial:** Earn wages to support yourself, improve money management skills, and learn budgeting
- **Real-world experience:** Gain valuable UK work experience, enhance your CV, and understand UK workplace culture and employers' expectations
- **Develop transferable skills:** Improve time management, communication, teamwork, and adaptability

Understanding Visa Restrictions

Make sure to comply with maximum work hours stipulated in your visa. This may also include restrictions on self-employment or running your own business.

Familiarise yourself with your rights and obligations as an employee, including:

- Wages
- Health and safety
- Working hours
- National Insurance contributions

Your pay should meet the National Minimum Wage (NMW), and you're entitled to a 20-minute break for workdays exceeding six hours.

Contact ENU Visa and International Support Team (Sighthill Campus Room 5.B.29) for support with visa and immigration matters:

Tel: +44 131 455 2272

Email:

internationalsupport@napier.ac.uk

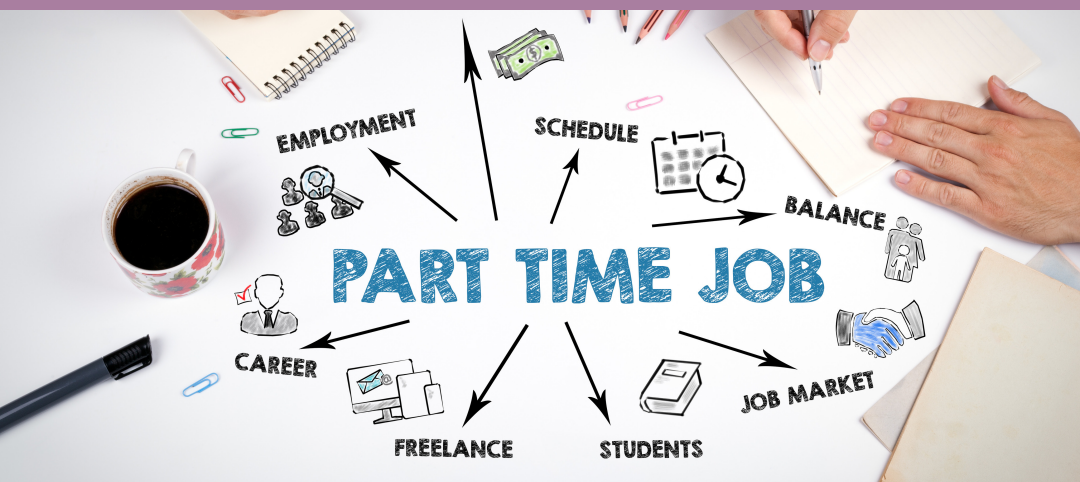
PART - TIME



Types of Part-time Work

Edinburgh offers a variety of part-time job opportunities driven by its tourism, education, finance, and technology sectors.

Job availability peaks during the summer tourist season and festive periods like Christmas and New Year, particularly in service and retail.



Example Roles

Retail and Hospitality

Retail Assistant: Opportunities in areas like Princes Street, George Street, and St James Quarter, involving customer service, stock management, and cashier duties.

Barista/Waitstaff: Cafés and restaurants in busy tourist areas often need extra hands and offer flexible shifts.

Hotel Staff: Positions in housekeeping, reception, and concierge services due to the city's tourism industry.

On-Campus Roles

Such as working as a library assistant or as a student ambassador.

Tutoring and Academic Support

Private Tutor: Offer tutoring services in your area of expertise.

Research Assistant: Assist with academic projects if you have strong academic performance.

Temp Agencies

Administrative Temp Work: Short-term roles like data entry or reception through agencies like Office Angels or Blue Arrow.

Managing Expectations

Work Hours and Balance

Ensure the contracted hours of the role are within the limits set out in your visa.

Type of Work

Most part-time jobs in retail, hospitality, or administration are at entry level. They provide valuable experience and skills.

Legal Considerations

Adhere to visa conditions and working hours to avoid legal issues. Obtain a National Insurance number for employment.



Finding Part-time Work

Job Boards

Use job boards to search and apply for opportunities online. Set up 'job alerts' and filter vacancies by job type.

Various job boards, including [S1 Jobs](#), [Total Jobs](#), [Edinburgh FUSE](#) and [DWP](#) advertise different companies and recruiters.

Edinburgh Napier University's [myFuture portal](#) includes a job board with diverse opportunities. ENU's Employability & Careers team ensures the listings are authentic and current.

Networking and LinkedIn

Networking helps discover job opportunities. Building professional relationships and learning about your industry leads to new prospects.

Network with students and professionals, inquiring about their experiences and potential job openings.

Use LinkedIn to expand your professional network and communicate your availability for work.

Direct Enquiries

Directly inquire about jobs in hospitality and retail. Visit shops or cafés, speak with the manager, and bring an updated CV to share.

Researching Companies

Research companies you are interested in working for by exploring their websites and social media accounts.

Employers often have dedicated recruitment sections with details on available roles, and search functions for current vacancies.

Some recruiters encourage speculative applications through email or online forms. Example employers include NHS Lothian, Tesco, and Costa Coffee.

Recruitment Fairs

Attend recruitment fairs and employer events to network with recruiters and learn about job opportunities.

For example, ENSA and Employability & Careers run an annual Part-time Job Fair at the university where you can find opportunities with local organisations.

There are also external Part-time Job Fairs held in Edinburgh and the surrounding area. Details on these fairs and other events will be listed on the [MyFuture Events page](#).



Finding Part-time Work

Recruitment Agencies

Recruitment agencies, or employment agencies, connect job seekers with employers to fill available positions.

Signing up with an agency provides access to industry-specific vacancies not advertised elsewhere.

Various types of agency specialise in different sectors such as construction, engineering, IT, sales, and marketing, while others, like [Hays](#), [Caterer](#), or [Adecco](#) recruit across multiple industries.

Submit your CV online to be considered for interviews and shortlisting by an agency.



Part-time Work at Edinburgh Napier University

Edinburgh Napier is committed to offering our students opportunities to build experience and develop new skills. The university's Student Ambassador Scheme offers paid, part-time casual work students can do across different areas of the university.

For example, Student Ambassadors support the university open days and employer events. The scheme offers competitive pay rates, flexibility on the working hours and access to personal and skills development opportunities throughout the year.

There are different programmes to join, including General Student Ambassadors and International Student Ambassadors.

The university also offers other part-time paid roles which can be found on [myFuture](#) or [Edinburgh Napier website](#) under the 'Jobs' tab, when they become available. Some opportunities include jobs at a campus canteen or in the housekeeping/cleaning team.

Student Ambassador Scheme opportunities are advertised on [myFuture](#).



Applying for Part-time Jobs

Job Search and Applications

Prepare a CV and Cover Letter

- Keep your CV concise and focused on relevant experience, skills, and education.
- Tailor each cover letter to the job, explaining your interest in the role and how your skills match the requirements.

Interviews and Follow-Ups

- Prepare for interviews (in-person, phone, or video) by researching the company, practising common questions, and discussing your availability with the recruiter.

Legal Documentation

- Ensure you have the necessary documents, such as your passport, visa, and National Insurance number, to verify your right to work in the UK.

Showcasing Your Experience

Translating Your Experience

- Emphasise relevant skills from previous roles, such as communication, problem-solving, and teamwork, to match UK job requirements. You can also highlight transferable skills if your previous roles are from a different industry.

Providing References

- Offer references from previous employers or academic supervisors, and clarify any time zone differences or language considerations if they are located in another country.



Addressing Employer Concerns

Work Hour Restrictions

Be upfront about any visa-related work hour restrictions you have during term-time and holidays.

Language Proficiency

Demonstrate English language proficiency on your CV and during interviews. Mention any relevant language courses or certifications you may have.

Flexibility and Availability

Emphasise your willingness to work evenings, weekends, or at short notice to show commitment and flexibility.



Application Process

CVs

Your CV is your first chance to make a strong impression.

Make sure to include the main sections that employers expect to see such as your contact details, work experience, relevant skills, education, and hobbies and interests.

Also make sure to keep the CV concise - it should be 1-2 pages maximum.

You can find more information and examples in our CV and Cover Letter Guide [here](#).

Cover Letters

A cover letter provides context and personality to your application.

It should follow a set structure which provides the recruiter with information on why you are applying and how you are suitable. It should highlight your relevant skills and experience which align with the job role.

It should also show some research into the company and should be personalised for each application.

Interviews and Trial Shifts

Some organisations, particularly in the retail and hospitality sectors, will ask you to attend a **trial shift** where you will be observed performing some of the daily duties of the role.

This may then be combined with an **interview**, in a one-to-one or group setting.

In preparation for this, you should research the company and be ready to speak about why you want to work there.

- Make sure to highlight your relevant experience using the STARR method (Situation, Task, Action, Result, Reflection) to structure your answers, especially for behavioural questions.
- Send a thank you email after the interview to express appreciation and reinforce your interest.

Prospects has a good page to help you prepare for an interview [here](#).



UK Workplace Culture

Workplace Etiquette

A certain set of standards that are expected to be upheld in the workplace. These differ depending on the organisation, but usually include:

- **Punctuality:** Always arrive on time, as lateness is seen as unprofessional.
- **Dress Code:** Varies by industry, but smart-casual is often acceptable when in doubt.
- **Tidiness:** Keeping the workplace tidy and clean.
- **Mobile Phone Use:** Keeping non-work-related phone usage to a minimum.

Organisational Culture

The way things are done in an organisation - includes structure, management styles, and values. Each organisation's culture is different, but here are some common examples:

- **Hierarchy:** UK workplaces tend to be informal, with first names commonly used and open communication encouraged.
- **Work-Life Balance:** UK workplaces value maintaining a healthy balance, often offering flexible working hours and remote work options.
- **Inclusivity:** Diversity is respected, with policies promoting inclusion and preventing discrimination.

Culture Shock

Experiencing 'culture shock' when adjusting to a new workplace in a different country is common, and usually only temporary.

[\[Read more about overcoming culture shock here\]](#)

Further Reading

Great British Mag has published an article that provides information and advice on workplace culture in the UK.

[\[Click here to read more\]](#)



Adapting to a New Workplace

Key Workplace Skills

Effective Communication

- **Clarity & Conciseness:** Ensure communication is clear and straightforward, avoiding jargon.
- **Active Listening:** Show you are engaged by making eye contact and responding appropriately.
- **Politeness:** Common phrases like “please” and “thank you” are essential for maintaining a respectful environment.
- **Feedback:** Constructive feedback is given politely and with useful tips for improvement. Be open to receiving and providing feedback.

Building Positive Relationships

- **Teamwork:** Collaboration is important; be willing to help and share knowledge.
- **Networking:** Engage in networking opportunities to build connections and advance your career.
- **Respect:** Show understanding, fairness and support towards colleagues. Appreciate and value other people’s opinions.
- **Socialising:** Social events and practices, like participating in tea and coffee rounds, help build relationships.

Tips for Being Successful

Observation: Pay attention to how colleagues interact and adapt to the workplace culture.

Ask Questions: Don’t hesitate to ask for clarification or help.

Flexibility: Be adaptable and open to new challenges.

Initiative: Volunteer for tasks and demonstrate a willingness to learn.

Professionalism

"Professionalism is not the job you do, it's how you do the job." - Mind Tools

Highly valued trait that demonstrates reliability and credibility. Essential to success in a new role and throughout a career, as it builds trust and reputation.



Highlighting Part-time Work in Applications

Value of Part-time Work

Employers in the UK value all types of work experience, including part-time work, so make sure to include it in your graduate job applications. This is because it:

- Provides evidence of transferable skills that are highly valued in the workplace.
- Shows work readiness and the ability to succeed in professional roles.
- Demonstrates understanding and experience of UK workplace culture.

Key Transferable Skills to Highlight

Communication: Developed through interacting with colleagues and customers, essential in any professional environment.

Teamwork: Collaboration with diverse colleagues, a sought-after skill in today’s global workforce.

Time Management: Balancing work and studies showcases strong organisational abilities.

Problem-solving: Handling unexpected challenges equips students with critical thinking skills.

Adaptability: Exposure to different work environments reflects flexibility and resilience.

Professionalism: Learning workplace etiquette and organisational culture prepares students for professional environments.

Cultural Awareness: Adapting to new workplace norms, handling cultural differences, and working in multicultural teams.

Technical Skills and Knowledge

Different types of part-time work can help to build specific technical skills and knowledge, which can be valuable in graduate roles. Examples include:

- **Retail and Hospitality:** Numerical skills, inventory management, and sales techniques.
- **Admin/Assistant Roles:** IT skills, data entry, and diary scheduling software.



Helpful Resources

Careers Support

[MyFuture](#)

Book a careers appointment or mock interview on MyFuture

Resource Pages

[CareerHub](#)

[MyNapier Careers Support Pages](#)

Application Resources

[CV and Cover Letter Guide](#)

[Prospects: CVs](#)

[Prospects: Cover Letters](#)

[Prospects: Interviews](#)

International Student Support Links

[The UK Council for International Student Affairs \(UKCISA\)](#)

[Student Circus](#)

Your Rights at Work

[Target Jobs: Your Employment Rights](#)

[Your pay, taxation and the National Minimum Wage](#)

[Your contract and working hours](#)

[Handing in your notice](#)

[Redundancies, dismissals and disciplinaries](#)

