Careers Project Assistants

Job Description

LSHTM Careers Service would like to recruit up to four Careers Project Assistants representing a range of the current MSc courses offered at the School. Each Assistant will be paid for a maximum of 15 hours’ work in total (spread across a period of weeks) and the rate of pay is £11 per hour. The team will be supported by the Careers Service but the ability to work independently is essential.

The Careers Project Assistants will be responsible for enhancing the student experience by delivering the careers project outlined below.

**Careers Project:**

**Organise a series of student-led seminars during the Spring term, with each seminar including a number of student presentations (likely to be two to three per seminar).**

**Presentations typically to include:**

* A day in the life (giving insight into current/prior employment which is relevant to LSHTM students)
* Presentation on a topic in public/global health which the student presenter believes is of particular importance and relevant from a career perspective

Careers Project Assistants may, if they wish, also present at one or more of the seminars, but this is not a requirement of the post. Careers Project Assistants will be required to liaise with LSHTM Careers over dates for the presentations and to allocate presenters to seminars, decide on running order, liaise with the presenters, handle any last-minute changes and publicise the seminars. As these events are to be run online, Careers Project Assistants will be required to manage the sessions via the online platform.

**Aims of the position:**1. To facilitate peer to peer learning which contributes to the labour market information available to LSHTM students.

2. To provide a platform for LSHTM students to develop their skills in presenting their prior/current career experience and in discussing public health issues.

**Experience / Qualities**

No prior experience is needed for these positions, but the following qualities are essential:

* An interest in providing careers support to fellow students
* Ability to communicate effectively with a range of people
* Ability to work independently with minimal supervision
* Ability to build a strong working relationship with key stakeholders
* Ability to organise own workload to agreed targets, prioritise tasks and keep to deadlines
* Initiative to work autonomously and find solutions to problems when necessary
* Ability to think creatively to construct a seminar programme that will be of interest to fellow students.
* Ability to plan and organise
* Ability to manage online events effectively or willingness to learn.

**Qualifications**

* Must be a current London School of Hygiene and Tropical Medicine Student

To apply for the position of Careers Project Assistant please email careers@lshtm.ac.uk and describe in no more than 300 words why you think you would be suitable for the job and no more than 200 words on your ideas for the project. Please also include your name, contact number and email and programme of study. The deadline for applications is **9 am** on **Monday, 16 November 2020.**

The recruitment process will take around 7 working days and you will be expected to be available to begin working on the project from the week after your recruitment into the role. Please note that part time work should not interefere with your studies.

We are aiming for six seminars to take place online between Monday, 18 January and Friday, 12 March 2021.