

Careers Project Assistants

Job Description

LSHTM Careers Service is recruiting 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 £13.15 per hour. The team will be supported by the Careers Service, however 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 at least one student-led careers event (by students for students) during the Spring term.

The precise number, format, and content of the event(s) will be decided by the Careers Project Assistant team once recruited, supported by the Careers Service team.

Event examples might include:

- A careers networking event for current LSHTM students
- A “day in the life” presentation - giving insight into current/prior employment which is relevant to LSHTM students
- A presentation/seminar on a topic in public/global health which the student presenter believes is of particular importance and relevant from a career perspective

Note: student presenters and audience are expected to be recruited from within CURRENT LSHTM students (so not including alumni or external presenters in this project).

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 event(s) and to allocate presenters to seminars, decide on running order, liaise with the presenters, handle any last-minute changes and publicise the seminars.

Note: Some events can run in-person, whereby Careers Project Assistants are required to be present on the day in Keppel Street. As a result, Distance Learner (DL) students are not currently eligible to apply for the role of Careers Project Assistant.

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 organise own workload to agreed targets, prioritise tasks and keep to deadlines
- Ability to work independently with minimal supervision
- Ability to build a strong working relationship with key stakeholders
- Initiative to work autonomously and find solutions to problems when necessary
- Ability to think creatively to construct an events programme that will be of interest to fellow students
- Ability to plan and organise
- Ability to manage 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 with the subject 'Careers Project Assistant Application' and describe in no more than 300 words why you think you would be suitable for the job, and describe in no more than 200 words your event ideas for the project. Please also include your name, contact number, email and programme of study.

The deadline for applications is **17:00pm on Monday, 18 November 2024.**

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 interfere with your studies.

We are aiming for events to take place in Spring term between Monday 6 January and Friday 28 March 2025.