

# Careers Project Assistants

## Job Description

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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 £14.80 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 through the following careers projects:

- 1) **Plan and Deliver a Careers Panel Event (8 hours):** recruit student presenters and audience for an in-person careers panel event, in which student panelists share career insights from their current/prior employment experiences (e.g. "day in the life", job applications, interviews, networking tips, etc.). Careers Project Assistants may, if they wish, also be a panelist, but this is optional and not a requirement of the post. Careers Project Assistants will be required to liaise with LSHTM Careers over dates for the event and to recruit presenters, decide on running order, liaise with the presenters, handle any last-minute changes and publicise the event. 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)
- 2) **Support the Careers Networking Event for Students, Alumni and Employers (7 hours):** work with the Careers Service, Alumni team, and Student Experience team to support in the delivery of LSHTM's annual Careers Networking Event, to take place 5:30pm-8pm on Tuesday 5<sup>th</sup> May 2026 in the Pumphandle space, Keppel Street, LSHTM. Tasks will include event set-up, meeting and greeting students, alumni and employers on the night, photography, headcount, networking, and pack-down after the event. Note: Careers Project Assistants will be required to attend the event in person on 5<sup>th</sup> May, so please only apply if you are available in London on this date.

The precise roles and responsibilities for the events will be decided by the Careers Project Assistant team once recruited, supported by the Careers Service team.

As these events are run in-person, 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 and networks for career development.

### **Person Specifications and Essential 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

### **How To Apply**

To apply for the position of Careers Project Assistant please [COMPLETE THIS APPLICATION FORM](#).

The deadline for applications is **17:00pm on Friday, 6<sup>th</sup> February 2026**.

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 look forward to receiving your application.