

Jobs On Campus

TERMS AND CONDITIONS FOR STUDENTS

The information below outlines how the University of Wollongong (“UOW”) through its Careers Central will conduct the Jobs on Campus program. By participating in the Jobs on Campus Program, you accept the following terms and conditions.

ABOUT UOW CAREERS CENTRAL

Careers Central offers a diverse range of opportunities to connect students with employers for job opportunities, to gain professional experience and to enhance their employability through employer-led professional development. Our experienced team of career practitioners work closely with our faculty colleagues to embed formal career learning into the curriculum, curate and develop career resources and self-paced online learning programs and work individually and in small groups in the provision of personalised career planning with students.

For more information on services offered by Careers Central visit <https://www.uow.edu.au/student/careers/>.

ABOUT JOBS ON CAMPUS

The Jobs on Campus Program is an employability program targeted at UOW students who are looking for part-time or casual employment whilst studying.

Jobs on Campus aims to equip UOW students and recent graduates with the skills to be job-ready and to facilitate their access to current casual and part-time roles with local employers. We've made the call to employers on our UOW campuses to tell us about their current part time and casual vacancies - whether it's in retail, hospitality, a semi-professional role or wrangling horses. The main thing is they need to be available to you now.

Becoming part of our Jobs on Campus (**JOC**) talent pool is easy if you're willing to put in the effort. Complete the JOC career development program to learn about yourself and your transferable skillset, job application processes and the Australian workplace, and, in turn, become job ready. On completion of the JOC career development program, you will be placed in the JOC talent pool and will receive notifications about casual and part-time job opportunities from local employers who have registered to participate in the JOC program.

Did you know that the Jobs on Campus career development program is UOWx recognised? This makes it doubly worth your while!

TERMS AND CONDITIONS

- 1.1 To be eligible to participate in Jobs on Campus, you must meet the following criteria (**‘Eligibility Criteria’**):
 - (a) be a currently enrolled UOW student; or
 - (b) be a UOW graduate who graduated no longer than two (2) years prior to the date you register to participate in Jobs On Campus.
- 1.2 If you wish to participate in Jobs on Campus, you must register via the registration form available at <https://careerhub.uow.edu.au/form.aspx?id=2295897>. If you meet the Eligibility Criteria, you will be accepted for participation in JOC and placed in the Jobs on Campus talent pool upon the Jobs on Campus team receiving confirmation that you have:
 - (a) completed the following three modules which are available either via interactive online workshops or independently: ‘How to: write a successful resume and cover letter’, ‘What are selection criteria and how do you address them?’, and ‘How to: ace your job interview’; and
 - (b) participated in a session with a UOW Employability Officer to have your resume reviewed and reflect on the JOC program; and
 - (c) completed and submitted the Jobs on Campus talent pool questionnaire and student evaluation.

- 1.3 Your acceptance into Jobs on Campus and participation in the Jobs on Campus talent pool will be reviewed annually in either February or August, depending on when you join the talent pool. For instance, if you join the talent pool between 1 March and 31 August then you will be reviewed in August the following year, and every subsequent year thereafter until you no longer meet the Eligibility Criteria. If you join the talent pool between 1 September and 28 or 29 February, then you will be reviewed in February the following year, and every subsequent year thereafter until you no longer meet the Eligibility Criteria.
- 1.4 In order to remain in the Jobs on Campus talent pool for subsequent years, you will be required to:
- (a) re-register via the registration form;
 - (b) continue to meet the Eligibility Criteria;
 - (c) complete a short refresher course; and
 - (d) complete a new Jobs on Campus talent pool questionnaire.
- These terms and conditions will continue to apply to your participation in Jobs on Campus during any subsequent years, unless otherwise expressly amended or replaced by UOW in writing.
- 1.5 Following acceptance into the Jobs on Campus talent pool, you will be notified of relevant employment opportunities via direct email to your UOW email account.
- 1.6 UOW does not represent and makes no guarantees that you will be offered any employment opportunity upon completion of the Jobs on Campus career development program or as a result of your participation in Jobs on Campus.
- 1.7 You acknowledge that:
- (a) UOW will endeavor to undertake reasonable due diligence into employers that participate in Jobs on Campus, however UOW is not responsible for, and excludes all liability in respect of, the conduct of any such employers, including the information they provide within employment advertisements and their workplace conduct;
 - (b) UOW may terminate your participation in Jobs On Campus at any time by written notice to you for any reason, including but not limited to:
 - i. you fail to re-register into the Jobs On Campus talent pool on an annual basis until you no longer meet the Eligibility Criteria;
 - ii. the Jobs on Campus program is no longer offered by UOW; or
 - iii. you breach or are alleged to have breached the UOW *Student Conduct Rules* in connection with your participation in the Jobs on Campus career development learning process or job application process.
 - (c) you are responsible for contacting the employers who participate in Jobs On Campus to make any enquiries outside of the scope of the information provided in their employment advertisements.
- 1.8 UOW is committed to ensuring the privacy of each individual's personal and health information as required under the *Privacy Act 1988* (Cth), *Privacy and Personal Information Protection Act 1998* (NSW), the *Health Records and Information Privacy Act 2002* (NSW) and any other relevant privacy legislation. The management of personal and health information by UOW is detailed in its Privacy Policy and Privacy Management Plan which are available on UOW's privacy homepage at <https://www.uow.edu.au/privacy>.
- 1.9 UOW will use personal information you provide to UOW in connection with Jobs on Campus for the purpose of administering Jobs on Campus, including providing any application you submit in response to an employment opportunity advertised through Jobs on Campus to the relevant employer, and providing you with the outcome of that application, if this is provided to UOW. UOW may also use personal information you provide to UOW in connection with Jobs on Campus for internal reporting purposes.
- 1.10 UOW and its employees will not be liable to you in respect of any loss or damage which may be suffered or incurred or which may arise directly or indirectly in respect of your participation in Jobs on Campus.