Advertising vacancies

How to advertise with us

Our vacancy advertising service is free of charge.You can advertise any type of student vacancy, from structured part-time work to internships, placements and graduate employment.

The process is very simple and as an employer you have direct access to upload your vacancies to **Careers Connect. (https://bham.targetconnect.net/home.html)** Please refer to **our user guide (PDF - 603KB) (/Documents/partners/employers/employer-guide-cc.pdf)** for further instructions.

You must agree to our **vacancy advertising terms (PDF - 131KB) (/Documents/careers/undergraduate/vacancy-terms-and-conditions-december-2014.pdf)** so please read this before progressing.

You may also find our **guide to equal opportunities in recruitment (PDF - 162KB) (/Documents/partners/employers/equal-opportunities-in-recruitmentjun14.pdf)** useful.

Employer directory

You can add your company to our online 'Employer Directory' for no charge. This extensive employer listing allows registered Birmingham students and graduates to search the Directory by employer name, industry, location and type of work.

Students are able to link directly to your website from the Employer Directory as well as your vacancies on our website. Instructions on how to upload and update your company profile can also be found in the user guide.

General enquiries

Email **recruiters@contacts.bham.ac.uk (mailto:recruiters@contacts.bham.ac.uk)**

Graduate vacancy enquiries

Tamsin Burley, Tel: +44 (0)121 414 8955, Email: **t.g.burley@bham.ac.uk (mailto:t.g.burley@bham.ac.uk)**
Sarah Charman, Tel: +44 (0)121 415 9026, Email: **s.r.charman@bham.ac.uk (mailto:s.r.charman@bham.ac.uk)**
Caroline Hammond, Tel: +44 (0)121 415 9030, Email: **c.hammond@bham.ac.uk (mailto:c.hammond@bham.ac.uk)**

Internships, placements and work experience vacancy enquiries

Sarah Charman, Tel: +44 (0)121 415 9026, Email: **s.r.charman@bham.ac.uk (mailto:s.r.charman@bham.ac.uk)**

Job Zone

The Job Zone is based in the University's Guild of Students and actively promotes part-time temporary vacancies (up to 16 hours per week) in the local area for students. The Careers Centre works closely with the **Job Zone (http://www.guildofstudents.com/jobzone)**, collaborating on services and events.

General enquiries

Tel: +44 (0)121 251 2500
Email: **jobzone@guild.bham.ac.uk (mailto:jobzone@guild.bham.ac.uk)**

e-Newsletter

Our weekly e-newsletter is an ideal way to advertise your vacancies and highlight upcoming closing dates during the academic year. **Find out more about the e-newsletter (/partners/employers/services/e-newsletter.aspx)**.

© University of Birmingham 2015