Searching for jobs
Whether you are a serious job seeker or just doing some career research you can use your university job board to explore and apply for opportunities with top employers.
Have a look at our top tips on how to use the job board and improving the accuracy of your searches.

Run a quick search using the keyword function (e.g. Marketing Assistant)
The search results will contain jobs with **ALL** of the words in the keywords box (e.g. only jobs with marketing AND assistant within the ads)
Use location to narrow your search further or leave blank to see jobs from everywhere.

If you want to find jobs with **ANY** of the words, use **OR** between the search terms (e.g. Marketing OR Assistant OR Marketing Assistant)
To find jobs containing an exact phrase, use double quotation marks (e.g. "sales manager")
To find jobs with a specific job title enter **title:** before the job title you wish to search for (e.g. title:consultant)

**Top Tip**
Another quick way to search for opportunities is by using the filters at the top of the search results
Filter by Discipline to see opportunities where employers have specified your area of study as being of interest to them.
Set yourself up to succeed
If you are doing more than just browsing, you can run an advanced search to help refine your search further by criteria like type of opportunity and industry sector. Next set your preferences to receive regular alerts on jobs that match your areas of interest.

Top Tip
Remember to “toggle on” your preferences to ensure you receive email alerts to your registered email address. You can edit your preferences at any time and select up to 3 job titles/keywords to receive alerts for. If you have your preferences turned off you will automatically see ALL jobs available as a default.