CareerHub is the University of Tasmania’s online resource for job vacancies, volunteer opportunities, career information and events.

**New positions are advertised daily – many of which are only advertised to UTAS students.** You can search for part-time, casual or graduate jobs; locally, nationally and internationally. We also advertise jobs available on campus on CareerHub.

You will find useful web-links, assistance with resume writing and selection criteria, interview practice, volunteer opportunities, info sheets and news. You can also register to attend employment-related events and workshops including employer presentations and job skills workshops.

CareerHub can be accessed at [https://careerhub.utas.edu.au](https://careerhub.utas.edu.au)

### What can I do with CareerHub?

**Dashboard**
The dashboard is your place on CareerHub. It is the place to find your upcoming appointments, workshops and event bookings, as well as forms you've submitted and jobs and resources you have bookmarked.

Your dashboard is also the place to register for and check your progress through the Student Leadership and Careers programs, including the Vice-Chancellor's Leadership Program, I-PREP and the Career Mentor Program.

**Jobs**
This section lists all current part-time, casual and graduate positions. You will also find Jobs on Campus and volunteer opportunities. Use the ‘Search Jobs’ function at the top of the screen to choose the type of work you are looking for, or filter by location or title.

**Appointments**
Career conversations with a qualified Career Development Adviser are available for students needing support with career direction.

Drop in appointments are also available with our Career Peers and in some cases our Career Education Officers for students who have an upcoming job interview and would like assistance to prepare. All appointments are open to current and graduate students (up to two years after graduation).

**Events**
All current workshops and events being offered by Student Leadership and Careers are listed under “Events”. Look out for our regular careers workshops aimed to help you get a head start when applying for jobs. Workshop topics range from resume and job application assistance to more specific topics such as interview skills and writing selection criteria.

**Resources**
CareerHub has a wealth of careers resources and information including links to useful websites, fact sheets and FAQs. Resources are listed in topic specific sections such as:

- resumes
- career planning
- job search criteria
- interviews
- LinkedIn and networking

Simply choose the topic you are interested in and a list of related resources and information will appear.

**Help or more information**
You can contact us by email or phone:

- Email: Careers.Service@utas.edu.au
- Phone: 03 6226 2511
- Web: [www.utas.edu.au/students/careers](http://www.utas.edu.au/students/careers)
  [www.facebook.com/UtasCareers](http://www.facebook.com/UtasCareers)
Making an online appointment

Careers Team / Counselling / Disability Advisers
Student Learning Team / International Student Advisers

From the Current Students page, click **Book an Appointment**

Choose the Practitioner or Campus or leave as “Any” to see more options and click the type of appointment you need

Choose a suitable date and time

Confirm the details of your appointment – some appointments require **Additional Comments**

- Try to arrive a few minutes before your appointment time.
- If you can’t make it on time or decide you don’t need the appointment, make sure you log in again and reschedule or cancel your appointment!

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