

Student Development Careers Services – Statement of Service

Our aims

We aim to provide undergraduate and postgraduate students, and graduates of the University of Essex, high quality, innovative and expert led, client focused careers information, advice, and guidance.

Working in partnership with academic departments, employers and our Alumni community we strive to enhance the student experience and employability of students and graduates. Through our core careers programme, extra-curricular projects and initiatives and career development learning in the curriculum we provide opportunities to engage with employers and mentors, gain and develop personal development opportunities and skills and make well informed career decisions.

Who is our service for?

- All eligible full and part-time undergraduate and postgraduate students registered and currently studying at the University of Essex.
- Graduates of the University of Essex.

How we can support you

Connect with us online and in person through our termly events programme and one to one appointments offering a range of support services. You can view and book these on our [Careers Connect](#) portal where you can also search for vacancies and access a wide range of careers resources and support.

Undergraduate students will also receive career support in the curriculum through career development learning modules. Current students can also access career mentoring and opportunities for work-based learning.

Visit our [webpage](#) for more details or connect with us on [LinkedIn](#) or [Instagram](#) for the latest news on events, vacancies and opportunities for you.

Students with additional requirements

If you have a disability, long-term health condition or additional requirements making it difficult to access any of our services, we will be happy to take reasonable steps to accommodate your needs, such as providing information in alternative formats. You can request this by emailing us on careersinfo@essex.ac.uk or via the [Student Information Team](#).

What can you expect from us?

As a service we adhere to the [Graduate Futures Institute \(GFI\) Code of Ethics](#) and core principles of practice. This guarantees a quality service and information, advice and guidance provision which is impartial, confidential, and client-centred, delivered by professional staff who are knowledgeable and appropriately trained for their role. We promise to:

- treat you with respect
- provide accurate, up to date and relevant information, delivered appropriately and accessibly
- deliver a service which is fair, fosters and celebrates equality, diversity and inclusivity across all aspects of our work
- collaborate with employers and stakeholders to provide a transformational educational experience

Your feedback matters

We put students at the forefront of our services and seek to gather feedback, respond accordingly and enhance our provision. We welcome feedback from all users on the services we provide. If you have found us helpful or a member of staff has gone above and beyond, please tell us. We'd also love to hear any suggestions about possible improvements we could make. Email us at careersinfo@essex.ac.uk

If you feel we have not met your expectations, then please contact us the appropriate member of staff who will endeavour to address your concerns sensitively and promptly. Any complaints by should be submitted via email to the Head of Student Development.

The University of Essex Careers Service collects and uses current student and graduate data to monitor and evaluate the service. All data is held and used in accordance with the [University of Essex Data Protection Policy](#).