



Student worker case study

Name: Munya

Job Title: Project Management Administrator

Describe your role and responsibilities in the department you worked for within the Information Services Group?

I worked as a Project Management Administrator within the ISG Project Management Office. My role involved auditing and updating project records weekly, identifying ways to improve standard working days for the University's Project, Programme and Portfolio Managers.

What interested you in this specific role?

The catch-up meetings with the Project Management Office Team, where I could have a laugh while freely sharing the challenges I faced that week and get help from the team. I also got an insight into the projects that allow the University to maintain world-class standards in all its departments.

What have you learnt from this experience and what impact have you made?

The experience allowed me to hone my IT and inter-personal skills. Additionally, I have been able to apply the time management tools that I acquired to my studies; it has made meeting university submission deadlines so much easier.

How do you plan to use this experience to benefit your future career?

Mentioning my experience as Project Management Administrator in internship and graduate scheme interviews always sets me up for a successful interview. During my summer internship, I am drawing from the experiences I had as a student worker to help me to achieve the milestones of my project.

What advice would you give fellow peers looking to get a job with the Information Services Group?

It's worth giving a try [...] Being a student worker is such an enriching experience, there is so much support from both your colleagues and the Unitemps team, you hardly feel lost.