Looking for a job?

Young people often search for jobs allowing them to study at the same time. What better alternative than to find work on the campus itself.

Current Vacancies

Assistant Staff (14 jobs listed)

→ Animal Technician Central Cambridge
→ Assistant Custodian (15 hours per week) Estate Management and Building Service
→ Chief Computing Technician (Part Time) Faculty of Modern and Medieval Languages
→ Chief Mechanical Workshop Technician Department of Engineering
→ Chief Secretary Department of History of Art
→ Deputy Laboratory Manager Cambridge Institute for Medical Research
→ Finance Clerk Institute of Continuing Education
→ Horticultural Technician Botanic Garden
→ Project Co-ordinator (Two Posts) Cambridge Programme for Industry
→ Recruitment Coordinator Business School
→ Secretary/Administrator (Part Time) Department of Psychiatry
→ Library Assistant (Part Time) Department of Earth Sciences
→ Stores Clerk Department of Biochemistry

Finding Information

Job hunting

Where can you find vacancies listed?

Classified ads
Job fairs
Internet
Unemployment office

Job Interview

If you are considered for a job, you will be asked to come to an interview. Prepare your CV and expect questions about your:

► training
► qualifications
► skills
► prior experience

Never be late for an interview!

Vocabulary

achievement = realizare
to allow = a permite/ a da voie
animal technician = tehnician veterină
assistant custodian = asistent/ ajutor de custode
assistant staff = personal auxiliar
classified ads = mica publicitate
chief computing technician = tehnician informatician şef
current = curent/actual
department = departament / catedră
deputy laboratory manager = director adjunct de laborator
tar = târg
finance clerk = funcţionar finanţe
itself = (acă) el însuşi
library assistant = asistent bibliotecar
mechanical workshop = atelier mecanic
ongoing = continuu
project co-ordinator = coordonator de proiect
qualifications = diplome, certificate, calificări
prior experience = experienţă anterioară
recruitment coordinator = coordonator recrutare
to reward = a recompensa
staff = personal/ angajaţi
stores clerk = funcţionar vânzări
training = pregătire practică, perfecţionare
unemployment = şomaj
vacancies = locuri de muncă
of world-wide reputation = de reputaţie internaţională

Phrases

at the same time = în acelaşi timp/ concomitent
full-time = cu normă întreagă
part-time = cu jumătate de normă
A. Expressing Obligation (G. VII. 3)

► MUST, HAVE TO
MUST and HAVE TO have similar meanings in the positive:

* e.g. You must hand in your project tomorrow.
  You have to hand in your project tomorrow.

BUT they have different meanings in the negative:

* e.g. You must not write it by hand.
  (obligation = you can’t write it by hand.
  You don’t have to write it by hand.
  (no obligation = you can write it or not, as you like)

1. Use must not and don’t have to correctly:

a. You … park your car here!

b. It’s raining. You … go out. You’ll only get wet!

B. Expressing Necessity (G. VII. 5)

► NEED TO

NEED in the positive:
  * e.g. I need to read all the books on the subject.

NEED in the negative:
  don’t need to = the situation does not require something to be done
  e.g. You don’t need to attend all the seminars to pass your exam.

needn’t = the speaker gives the authority for something not to be done
  e.g. (Professor to students)
  You needn’t write your assignments for tomorrow.

2. Use need, needn’t or don’t need to in the following:

a. They … to go to the seminars because they are not compulsory.

b. (Mother to daughter) I know you promised, but you … do your laundry this weekend if you are tired.

c. I … to attend all the classes if I want to score well in all my papers.

3. What are your obligations in the following jobs: professional baseball player; children’s entertainer; bus driver; veterinarian; farmer; doctor?

a. If you are a …, you must …………
   ……………………………

b. If you are a …, you must …………
   ……………………………

c. If you are a …, you must …………
   ……………………………

d. If you are a …, you must …………
   ……………………………

e. If you are a …, you must …………
   ……………………………

f. If you are a …, you must …………
   ……………………………
On the campus you may often be handed leaflets advertising jobs for students. Here is one:

**Vocabulary**

- to advertise = a face reclamă
- career break = pauză în carieră
- designed to = conceput să
- to develop = a dezvolta, a perfecţiona
- effectively = în mod eficient
- eligible = eligibil
- to embark = a se lansa, a se îmbarca
- employees = angajaţi
- to hand = a înmâna
- informal discussion = discuţia neformalizată
- leaflets = fluturaşi
- long-term illness = boală de durată
- to support = a sprijini
- training opportunities = oportunităţi de pregătire practică, profesională
- workplace = locul de muncă

**Phrases**

- to be an early bird = genul care se trezeşte în zori şi începe munca devreme
- a complete change = o schimbare totală, radicală
- in order to = pentru ca să
- to go ahead = a se pomi pe un drum
- to hold a qualification = a deţine o diplomă, certificat
- to set up = a organiza

---

**CareerStart@cam**

- Are you an assistant staff member already working for our University or one of its Colleges?
- Are you new to the workplace - in your first career post?
- Have you returned to work after a career break, or long-term illness?
- Are you embarking on a complete change of career?

CareerStart@cam is a programme designed to support employees currently working in assistant staff roles, and who don’t already hold higher education qualifications. It helps you to develop your skills, experience and qualifications, in order to work effectively in your current role and also to progress in your career.

**What should I do next?**

If you are interested in CareerStart@cam, contact the CareerStart Co-ordinators for an informal discussion about the programme and training opportunities available to you. If you are eligible and decide to go ahead, we will set up an initial meeting with your supervisor.

---

**Are you an early bird?**
Language Use

**C. Present Perfect Progressive (G. V. 2. 2)**

**USE:**
- in place of the simple present perfect when we want to emphasize that something has been in progress throughout a period:
  
  e.g.
  
  *I have been reading all day.*

- actions in progress throughout a period:
  
  e.g.
  
  *His eyes feel tired. He has been reading all afternoon.*

- drawing a conclusion:
  
  e.g.
  
  *Her eyes are red. She, too, has been reading all evening.*

**Present Perfect Progressive and Present Perfect compared:**

<table>
<thead>
<tr>
<th>Present Perfect Progressive</th>
<th>Present Perfect</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>e.g.</td>
</tr>
<tr>
<td><em>I have been reading this book which I find quite interesting.</em></td>
<td><em>I have read this book and I’ve found it quite interesting.</em></td>
</tr>
<tr>
<td>(I haven’t finished it yet.)</td>
<td>(I have finished reading it.)</td>
</tr>
</tbody>
</table>

**ADJECTIVES ▶ ADVERBS**

4. Turn the following adjectives into adverbs (-ly) and use them in the blanks below:

**effective, current, initial, complete**

a. I know for a fact that he is ... involved in a secret project.

b. Unless you work more ..., we will have to dismiss you.

c. He said ... that he agreed to the proposal only to change his mind a little later.

d. Wouldn’t you say she has ... changed after her long-term illness?

**Practice**

5. Use the Present Perfect Progressive for the verbs in brackets:

   a. I ... (travel) all my life and I don’t intend to stop now!

   b. A: You look so tired!

      B: Indeed I do! I ... (study) all day for tomorrow’s exam!

   c. I ... (exercise) all morning for my role as a politician in our school drama and I still don’t think I am convincing enough.

   d. Oh, I see you ... (play darts).

   e. (You/cry) ...? What’s wrong?

6. Use the Present Perfect or the Present Perfect Progressive accordingly:

   a. We ... (purchase) for you a new computer, so we hope you will work more effectively from now on.

   b. I ... (work) all day on the plans because I am expected to make a presentation tonight.

   c. We ... (discuss) the matter all morning and we still ... (not reach) a conclusion.