



About the Careers Service

Oxford University Careers Service helps Oxford University students and alumni to make and implement well-informed decisions about their careers. We offer impartial, confidential and comprehensive information, advice and guidance. We promote equality of opportunity for all, and we have specialist resources for those with disabilities.

We can help you whether you know exactly what career you want, or whether you have no idea where to begin.

The services we offer include:

- Advice, guidance and information from 18 professionally-trained staff
- The Careers Service Guide, which tells you about every aspect of how to plan your career, and contains details of 200 employers' work experience and graduate job opportunities
- Our comprehensive website - which includes an extensive, searchable database of all types of vacancies in all sectors
- A weekly email newsletter and vacancy bulletin
- Events and fairs to inform your career choice and to provide opportunities – see the *What's On* section of our website
- Skills workshops and employer presentations for Oxford students (see *What's On* for details)
- A Careers Adviser dedicated to supporting St Antony's College

Careers discussions

You may know exactly which career you want to pursue, you may have a few ideas, or you may still be working out what to do; whatever stage you're at, our Careers Advisers can help. It really doesn't matter if you feel very uncertain about the options open to you, or even unsure of what you actually want to discuss!

Our Careers Advisers are available for guidance discussions of up to 45 minutes on a one-to-one basis. These can cover a wide range of careers-related topics, and are tailored completely to you.

The Careers Adviser will listen to what you have to say, and try to understand your current situation. They will work with you to identify the relevant factors and what assistance or information you may need, and will talk through the options. Careers Advisers are totally impartial and will help you to develop your own ideas and a career strategy or game plan. By the end of the meeting, you should be clearer on potential ways forward, the resources available to you, likely timescales and what you should do next.

Duty Adviser

Dropping in to the Careers Service for a 15-minute slot with the Duty Careers Adviser can be a good starting point (see our website for Duty Adviser availability). An initial short discussion will give you a clearer idea of what we offer and how you might want to proceed; it will often lead to a longer discussion where you can explore things in more depth. You could also ask the Duty Adviser to review your CV.

Further information

For more information about the Careers Service, including details of opening hours, events, vacancies, the Oxford Careers Network (our database of over 1,000 alumni who have agreed to share their career experiences with current Oxford students) and more, please see our website: www.careers.ox.ac.uk.

Your Careers Contact – Jane Chanaa



A former student of the College, Jane Chanaa is the Careers Adviser who has been assigned to St Antony's as an initial point of contact for students interested in using the Careers Service.

Jane will be visiting St Antony's regularly and attending careers-related events. Look on the careers notice board for careers activities at the college.

Please feel free to contact her with any queries: jane.chanaa@careers.ox.ac.uk.

Jane's Profile

Jane has worked as a music therapist with autistic children and adults; as a teacher (undergraduate tutor at Oxford and English teaching abroad); in research, publications writing, and copy-editing (for an international political think tank, the United Nations, and a defence establishment); and as a conflict and humanitarian policy adviser and research consultant (for various NGOs). She holds a D Phil in International Relations from the University of Oxford, studied Archaeology and Anthropology as an undergraduate at Oxford, and has a Masters in International Politics from SOAS.

At the Careers Service Jane has special responsibility for a number of areas including international organisations; international development; charities and the voluntary sector; environmental protection, control, management and conservation; cartography / GIS; archaeology and anthropology; biology, zoology, human sciences and plant sciences; office and secretarial services; and transport. Of course, Jane will also help on any general careers query such as your CV or application forms.

All our Careers Advisers are able to advise on the full range of careers and employment sectors, as well as having particular careers service responsibilities. You can find other Advisers' particular profiles on our website.

College Career Reps

There is a system of college careers reps, who serve as an additional link between the Careers Service and the colleges. The current career rep for St Antony's College is Allegra Funsten, JCR Vice-President, and can be contacted at this email address: allegra.funsten@sant.ox.ac.uk.

Contacting the Careers Service

The Careers Service is located at 56 Banbury Road; we're open every day, and Saturdays in Michaelmas Term. Please feel free to drop in and use our Information Room, or for a 15 minute appointment with the Duty Adviser (see our website for availability: www.careers.ox.ac.uk). If you would like to make a longer appointment with a Careers Adviser, or to find out more information about the Careers Service, please call us on: **01865 2-74646**.