



Student Support & Development

Careers Advisor (Grade V)

9-Month Full-Time Fixed Term Contract

DCU Careers Service is a dynamic and forward looking department consisting of a team of five committed and enthusiastic careers advisers and administrative staff who are passionate about career development and employability. We provide an inclusive service to support, guide and empower our students to make informed career decisions and to maximise their personal and professional development.

The Careers Service is part of a wider range of services provided by Student Support & Development (SS&D) and works closely with the component units, which include the INTRA work placement office, Counselling & Personal Development, the Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office, the Inter Faith Centre and the Student Advice Centre. The Careers Service works closely with these services to provide a network of support to all students of DCU at under- and postgraduate level.

Further information on Student Support & Development can be found at:

<http://www.dcu.ie/students/index.shtml>.

Duties of Post:

The Careers Service is currently seeking an enthusiastic and flexible Careers Advisor who will provide educational and careers advice and guidance to undergraduate and postgraduate DCU students across all DCU Faculties.

Careers Coaching, Guidance and Advice

- Provision of careers guidance and advice within a professional framework for DCU students from all Faculties/Schools and also for recent graduates
- Organise webinars and information sessions relevant to identified cohorts of students

- Respond to student queries and referrals in a timely, professional and informed manner via email, telephone, Skype or walk-in
- Keep up to date with emerging research and theory and practice in the field of career coaching and guidance

Careers & Employability Development

- Develop students DCU graduate attributes, in particular those needed for effective performance in the workplace
- Design, deliver, assess and evaluate programmes on professional development, career planning and employability
- Working with academic colleagues to deliver careers education and labour market skills training within or along-side the curriculum
- Develop and deliver information and training sessions on recruitment & selection (CVs, application forms, interview skills, assessment centres); occupational research, and effective job search strategies including the use of social media
- Research and develop specific resources to promote web based information on employment markets, employer expectations, graduate destinations and job opportunities.
- Organise and contribute to specific events to promote career development and job opportunities (both on and off campus).
- Assist with the preparation and collation of data for the annual First Destinations Graduate Survey.
- Develop and manage strong working relationships with academic colleagues in relevant Faculties / Schools
- Meeting with employers and representatives from Professional Bodies and document key information for dissemination within the Careers Service, SS&D, and Faculties where applicable.
- Maintain a deep knowledge and understanding of a wide range of employers, recruitment procedures, labour market trends and assist in the dissemination of this information.

General Duties

- Contribute to events and activities across Student Support & Development
- Contribute to events and activities of AHECS (Association of Higher Education Careers Services) and AGCAS (Association of Graduate Careers Advisory Services)
- Assist in the organisation of Careers Fairs
- Assist with the development of CRM and the Careers website
- Prepare statistics and information relevant to the Service
- Assist in evaluation and review activities to contribute to effective service improvement
- Carry out other such duties as determined and directed by the Head of the Careers Service or the Director of SS&D that contribute to the achievement of the strategic initiatives of the Careers Service / Student Support & Development

The successful candidate will have:

Qualifications / Training

- A primary degree or equivalent (NFQ Level 7)
- A relevant postgraduate qualification, e.g. Guidance and Counselling, Executive/ Career Coaching

Experience / Knowledge

- A minimum 2 year's experience in career coaching / careers guidance, preferably in a third level environment
- Good knowledge of current issues in Higher Education and Higher Education Careers work
- Knowledge of trends in the labour market and future skills needs
- Experience in developing and/or using technology to enhance student career development and employability and of IT systems
- A proven record of project management, it's tracking of milestones and implementation.

Skills/Abilities

- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with students, employers, and staff
- Ability and evidence to support consistent performance to a very high standard in a fast paced environment
- Excellent IT skills and a high level of comfort with new systems
- Excellent organizational and time management skills with the ability to establish clear priorities
- An innovative, creative and flexible approach to the delivery of careers education, information, advice and guidance
- Excellent small and large facilitation skills
- Ability to demonstrate understanding and sensitivity to student needs
- Ability to operate within a strong team-working environment in addition to working independently on multiple tasks at the same time
- Evidence of high levels of drive, determination to succeed and self-motivation
- Flexible approach to work

Salary scale: * € 45,452 - €54,974 per annum

** Appointment will be commensurate with qualifications and experience*

Closing Date: 21st December 2015

Informal enquiries to:

Ms. Yvonne McLoughlin, Head of DCU Careers Service, Tel: 700 6282 E: yvonne.mcloughlin@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies (internal Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Tel: 700 5149 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref 227 Careers Advisor

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: extension: 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9

Dublin City University is an equal opportunities employer