



Student Support & Development
Careers Service Secretary Grade II – Operations & Events Assistant
(Full time contract- up to 1 year contract)

DCU Careers Service is a dynamic and forward looking department consisting of a team of 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 to maximise their personal and professional development.

The Careers Service is part of a wider range of services provided by Student Support & Development and works closely with other 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. Further information on Student Support & Development can be found at: www.dcu.ie/students/index.shtml.

Job Description:

The following is a broad but not exhaustive list of the principal duties of the post:

- In conjunction with the Marketing & Operations Officer, support the coordination, promotion and delivery of all student, employer and career related events on campus.
 - Assist in the scheduling of employer and career related events
 - Administer all local arrangements for careers events including Fairs; employer presentations and skills sessions. This will involve booking rooms and venues; administering the online Fair booking forms; arranging catering, room layouts, liaising with Finance Office and invoicing for the Recruitment Fairs through online payment systems.
 - Help organise student helpers for events which includes on-the-day coordinating of tasks.
 - Liaising and dealing with queries from participants prior to events, including employers and students.
- Review and approval of employer sign-ups / vacancies posted to the Careers Online Vacancy System
- Maintain the database of employers including reporting functionality
- Assist in the provision of marketing materials and campaigns promoting the careers service to students, employers and other stakeholders
- Assist with the implementation of social media plans and marketing initiatives to develop online presence through a range of media.
- Assist in evaluation and review activities to contribute to effective service improvement
- Assist the Careers Team to implement CRM plans.
- Update elements of the careers website.
- Dealing with telephone, e-mail and face to face queries

- Processes orders for the office using the University Finance System including PO generation and invoicing
- Staff the reception desk at designated times.
- Undertake telephone calls for the annual first destination return survey.
- Participating in 'open days' and orientation of students
- Any other duties as identified by the Head of the Careers Service or Nominee.

Qualifications and Experience:

Candidates must hold a Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and have at least three years relevant work experience. The successful candidate will have

- Exceptional customer service skills.
- Be capable of dealing professionally and competently with students, staff and employers.
- Strong organizational skills together with excellent interpersonal skills.
- High proficiency with IT programmes (Word, Excel and PowerPoint). Experience with Drupal and CRM would be advantageous but is not required, if the candidate is comfortable acquiring skills with these tools and other packages.
- Ability to be flexible, work as part of a team, under pressure and to tight deadlines.
- The postholder will also be required to have or quickly obtain a deep understanding of university policies, procedures and structures.

Salary scale: €24,960 - €31,882 per annum (pro rata)

Appointment will be commensurate with qualifications and experience

Application Procedure:

Application forms are available from: <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500
Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #197: Careers Service Secretary Grade II

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 1 700 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9 - With your completed application form, you may also send a Cover Letter & CV if you wish.

Informal enquiries to Yvonne McLoughlin, Head of DCU Careers Service, tel: 7006282.

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