

Student Support & Development



Marketing & Operations Officer (Grade IV) Careers Service (1 year contract)

Student Support and Development (SS&D) is made up of a broad range of units serving the professional, academic and personal development and support needs of a diverse student population. The units within SS&D comprise of the Student Advice Centre, the Access Office, the Careers Office, Counselling & Personal Development, the Disability & Learning Support Unit, the Inter Faith Centre, the INTRA Work Placement Unit, the Sports Development Unit and the Student Health Centre.

SS&D is currently seeking a Grade IV Administrator. This role will be initially positioned within the Careers Office but may, as the needs of the wider Unit develop, be placed within another Unit of SS&D upon the request of the Director of SS&D.

The Unit is currently seeking a member of staff to work closely with staff, students and external companies and organisations to promote and coordinate the front office activities of the Careers Office and to develop a comprehensive marketing and communications strategy for the Office. The successful candidate will have a track record in project management, public event organisation and marketing. S/he will have excellent administration skills and be highly organised and flexible. Interpersonal skills are also essential to this role.

Duties and Responsibilities of the Role:

- Administrative support for the Head of Service.
- Supervise the day to day operations of the administration team including the co-ordination of Front Office customer service and provision of information for students, staff and external employers and agencies by telephone, email, website and social media.
- Working closely with, and advising, the Head of the Careers Service in the development and delivery of a communications and marketing plan for the Service.
- Develop event marketing plans (pre-event, event and post-event phases) that drive engagement and build relationships with students and employers. With the Careers Service team, organise and execute events.
- Develop and introduce a system to capture and evaluate feedback from events and fairs.
- Collate and analyse data and present quarterly reports on our activity to the Head of the Careers Service
- Compile and edit career related publications.
- Develop and maintain relationships with national and international employers and external organisations.
- Maintain and develop the Careers Service Website in conjunction with Careers Advisor.
- Strategically develop the Careers CRM system, Employer Database, and Online Vacancy System. This includes the creation of effective and efficient administrative and reporting processes.
- Identify and promote professional development opportunities available to students in the University, and the linking to strategic initiatives within the University

Closing date: 14th October 2014

Informal enquiries to:

Yvonne McLoughlin, Head of Careers Service, Student Support & Development

Tel: (01) 7006282 Email: yvonne.mcloughlin@dcu.ie

Application forms are available at: <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: [+353 \(0\) 1 7005149](tel:+353017005149).

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