Applications are invited from suitably qualified candidates for the following position:

**Careers Service, Student Support and Development**  
Senior Administrative Assistant (Grade V.II)  
Permanent

This position is open to candidates who meet the following criteria:

- A primary degree
- A relevant postgraduate qualification, for example, in the area of career guidance / human resources
- Minimum of three years’ recent relevant work experience.
- Experience of providing one-to-one career consultations.
- Knowledge and experience of developing relevant employability initiatives.

**Additional Preferable Experience:**

- Designing, delivering, assessing and evaluating programmes on professional development, career planning and employability  
  Student placement support
- Developing and delivering information and training sessions on recruitment & selection
- Working with data to evaluate, analyze and reporting the effect
- Directly liaising with employers and professional bodies

**Closing date: 11 October 2019**

**Application Procedure**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at [http://www.dcu.ie/hr/vacancies/index.shtml](http://www.dcu.ie/hr/vacancies/index.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie), or by Fax: +353 (0)1 7005500, or by post to the Human Resources Department, Dublin City University, Dublin 9.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC0209 Careers Advisor

**Dublin City University is an equal opportunities employer**