



Careers Advisor
Careers Service, Student Support & Development
Senior Admin Assistant I
Fixed Term Contract up to 12 months

DCU Careers Service is a dynamic and forward looking department consisting of a team of careers advisers and administrative staff who are passionate about career development and employability. Our vision is for students to be equipped with employability skills and career resilience to become successful global citizens. The Careers Service provides education, information, advice and guidance to current and recent graduates to enable them to develop their career management skills, to make informed choices and to fulfil their career potential within a global society.

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 Student Health Centre, the Disability & Learning Support Office, the Access Office, the Chaplaincy and the Student Advice Centre. Further information on Student Support & Development can be found at: <https://www.dcu.ie/students/index.shtml>

Duties of Post:

The Careers Service is currently seeking a self-motivated Careers Advisor to join a the team to deliver a range of professional services to students at all stages in their university experience, enabling effective career planning and progression.

Career Coaching, Guidance and Advice

- Provide professional careers guidance (one-to-one and group) both in person and via email/online, to students including responsibility for a designated discipline specific caseload.
- Keep up to date with emerging research and theory and practice in the field of career coaching and guidance.
- Respond to requests for information on career and professional development issues.

Careers & Employability Development

- Design, deliver, assess and evaluate programmes on professional development, career planning and employability. These seminars may be credit and non-credit bearing.
- Deliver innovative and interactive workshops, and small and large presentations, within designated caseload and centrally.
- Working with academic colleagues to deliver careers management, decision making 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
- 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 and Fairs to promote career development and job opportunities (both on and off campus).
- Develop opportunities for students to meet and network with relevant employers.
- Develop and manage strong working relationships with academic colleagues in relevant Faculties / Schools to embed careers service activities within the curriculum
- 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.
- Prepare and collate data for the annual Graduate Outcome Survey.
- Evaluate, analyse and report on qualitative and quantitative data to support the strategic direction of the Service.

General Duties

- Undertake general careers advisory duties
- Contribute to events and activities of Student, Support & Development
- Contribute to events and activities of AHECS (Association of Higher Education Careers Services)
- Contribute to strategic planning and team building days
- Represent the Careers Service at appropriate committees and take decisions at levels agreed with the Head of Careers Service.
- Engage with designated student clubs and societies in the promotion of the Careers Service to the student body
- Report regularly on progress of all projects and activities
- Update and maintain sections of the Careers Website and Loop (internal learning environment)

- Carry out other such duties as determined and directed by the Head of the Career Services / Director of Student Support & Development that contributes to the achievement of the strategic initiatives of the Careers Service / SS&D
- Roles may change in line with Unit / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes that may occur and carry out duties as assigned by the Head of Service or Director of SS&D.

The successful candidate must have:

- 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 / Knowledge

- Good knowledge of the current employability agenda.
- Knowledge of trends in the labour market and future skills needs
- Demonstrable experience of providing one-to-one career guidance

Skills/Abilities

- Excellent facilitation and presentation skills and ability to motivate an audience.
- Awareness and understanding of recruitment & selection practice.
- Ability to demonstrate understanding and sensitivity to student needs.
- Developing and sustaining partnerships and managing relationships with a variety of stakeholders.
- Strong project management skills to effectively design and deliver tailored employability initiatives.
- Ability to operate within a strong team-working environment in addition to working independently on multiple tasks at the same time.
- High level of initiative is required, including innovative and flexible approach to careers work
- Strong organisational skills and proven ability to plan, prioritise and manage time in order to achieve objectives within agreed timeline.
- Excellent IT skills and a high level of comfort with new systems
- Flexible approach to work: some evening and lunch work will be required

This post is subject to Garda Vetting.

Salary Scale - *€47,386 - €57,099

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant salary scale in line with current Government pay policy*

Closing Date: 16th November 2018

Informal enquiries to:

Informal enquiries may be addressed to Yvonne McLoughlin, Head of DCU Careers Services, Student Support & Development Dublin City University, Dublin 9, Ireland. E-mail: yvonne.mcloughlin@dcu.ie Tel: +353 (0)1 7006282

Please do not send applications to this email address, instead apply as described below.

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie. **Along with the application form, please submit a CV and cover letter.**

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

Job Reference #1033 Careers Advisor – DCU Student Support & Development

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9. With your completed application form, you may also send a Cover Letter and a CV (maximum 2-3 pages).

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