



Student Support & Development

Careers Advisor

(9 month 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 and 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:

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

The Careers Service is currently seeking an enthusiastic and flexible Careers Advisor with responsibility for;

- 1) Springboard Students – Springboard is a Government initiative providing places for part-time and intensive conversion courses in higher education from certificate, to degree, to post-graduate level. The students are from the following programmes: Postgraduate Diploma in Sustainability; Postgraduate Diploma in Information Systems Strategy; Postgraduate Diploma in the Management of Operations; and the Certificate in IT. Students from these Programmes study via Online Distance Education.
- 2) General student population with a particular focus on the Institute of Education / Faculty of Humanities & Social Sciences.

This post will be based on the Glasnevin and St. Patrick's Campuses.

Duties of Post:

Careers Coaching, Guidance and Advice for Springboard and General Student Population

- Provision of careers guidance and advice within a professional framework for DCU students and 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

Employability Skills Development for Springboard and General Student Population

- Design, deliver, assess and evaluate programmes on professional development, graduate attributes, career planning and decision making, 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 including the use of social media
- Development of LinkedIn profile and leveraging of LinkedIn for Job search
- 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 First Destinations Graduate Survey
- Develop and build strong working relationships with academic colleagues in relevant Faculties / Schools.
- Meeting with employers and representatives from Professional Bodies and document key information for dissemination with 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.

Placement for Springboard Students only

- Identify, organise, and place students on two week work placements for those who opt to undertake a placement.
 - Create a job bank by identifying the skills for which jobs are needed, the kinds of experiences that are appropriate and matching skills with employers who can provide the experience. The Careers Adviser to become au fait with the above programmes of study, the learning outcomes and objectives of the above programmes to ensure that students are provided with relevant opportunities for experience that provides benefit.
 - Develop a placement administration process: placing students with various employers in positions appropriate to their individual abilities and aspirations.
 - Conduct online orientation sessions to prepare students for work placement
 - Establish a sound liaison system with the employer
 - Keep an overview of all students on the placements and to ensure that students experiencing difficulties in securing a placement are given guidance and support.
 - Maintain a close and cohesive working relationship with the relevant Programme Chairpersons / Academic Co-ordinators from the Open Education Unit.
 - Review and evaluate progress with the placement providers and students

General Duties

- Contribute to the events and activities of 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 organisation of Careers Fairs
- Assist with the development of CRM, careers website.
- 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 Career Services / Director of Student Support & Development that contributes to the achievement of the strategic initiatives of the Careers Service / Student Support & Development

Qualifications / Training

- A primary degree
- A relevant postgraduate degree or professional qualification.

Experience / Knowledge

- Experience of career coaching, guidance and planning, 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
- Understanding of possible client issues either gained through experience of working with unemployed/return to education adults and/or delivery of Springboard modules.
- Experience in developing and/or using technology to enhance student career development and employability
- A strong record of project management, it's tracking of milestones and implementation.
- Proficiency in using social media, in particular, LinkedIn

Skills/Abilities

- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with students, employers, and staff
- Ability to proactively respond to changes in employment markets, student and discipline profiles.
- Ability and evidence to support consistent performance to a very high standard in a fast paced environment
- An innovative, creative and flexible approach to the delivery of careers education, information, advice and guidance
- 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
- 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.
- Ability to develop and implement plans to realise the Careers Service /SS&D and University goals

This post is subject to Garda Vetting.

Salary scale: €45,452 - €54,974-(Scale V)

**Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy*

Closing Date: 31st October 2016

Application forms are available from: www.dcu.ie/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

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

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scale, in line with current government pay policy.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #408 Careers Advisor

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer