



Student Support & Development

Careers Advisor for Springboard

(Fixed Term contract up to six and half months - Part Time up to 3 days per week)

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 for Springboard students. Springboard is a Government initiative providing places for people on a range of courses.

Working to the Head of Careers Service, you will have responsibility to provide careers coaching & guidance, employability skills development and placement opportunities to Springboard students. The students may be in employment or are job seekers, homemakers or carers wishing to upskill.

Duties of Post:

Careers Coaching, Guidance and Advice

- Provision of professional careers guidance (one-to-one and group) for Springboard students from the Open Education Unit.
- Organise webinars and information sessions relevant to identified cohorts of students and in conjunction with academic staff and employers.
- Respond to student queries in a timely, professional and informed manner via email, telephone, Skype or walk-in.

Employability Skills Development

- Design, deliver, assess and evaluate programmes on professional development, career planning and employability.
- 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
- Provide advice and guidance on LinkedIn profile development and leveraging of LinkedIn for Job search
- Provide advice and guidance on CV and Cover Letter
- Organise mock interviews for students
- 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).
- Prepare and collation of data for a Springboard Graduate Outcomes type report.

Placement

- Identify, organise, and place students on 4-6 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: match and place students with various employers in positions appropriate to their individual abilities and aspirations.
 - Provide support for students in writing letters to prospective employers about requesting a work placement.
 - 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

- Liaising with Programme Chairpersons in Open Education Unit to develop an integrated and sustainable partnership approach to Springboard Career Development.
- Performing any other duties as may be deemed necessary and relevant, in line with changes in the role requirements. This will be determined by the Head of the Careers Service.

Experience and Qualifications:

Candidates must hold a primary degree plus three years' relevant experience. The ideal candidate will have postgraduate qualification in a relevant area, for example, Guidance & Counselling, Human Resources, Psychology. The successful candidate should have:

- Good knowledge of the current employability agenda.
- Knowledge of trends in the labour market and future skills needs.
- Experience in developing and/or using technology to enhance student career development and employability.
- Experience of delivering in a fast paced metric/target driven environment.
- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with students, employers, and staff
- Excellent IT skills and a high level of comfort with new systems
- 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.
- High level of initiative is required, including innovative and flexible approach to careers work
- Strong project management skills to effectively design and deliver tailored employability initiatives.
- Strong organisational skills and proven ability to plan, prioritise and manage time in order to achieve objectives within agreed timeline.
- Flexible approach to work: some evening and lunch work will be required.

Please note this role will be subject to the Garda Vetting process.

Salary Scales: *€46,917- €56,534 p.a pro rata

**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.*

Closing date: Monday 19th February 2018.

Informal Enquiries:

Informal enquiries may be addressed to Ms. Yvonne McLoughlin, Head of Career Service,
yvonne.mcloughlin@dcu.ie

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website 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.

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #764A Careers Advisor for Springboard

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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