



**Careers Advisor**  
**Careers Service, Student Support & Development**  
**Senior Admin Assistant 1**  
**Two days per week, four month contract**

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 management skills and employability. 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 ambitions 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, Leadership & Life Skills Centre and the Student Advice Centre. Further information on Student Support & Development can be found at: <http://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.

**Careers Coaching, Guidance and Advice**

- Provide professional careers guidance (one-to-one and group) both in person and via email/online, to students.
- Respond to student queries and review CVs and other application documentation at the Quick Query and CV Clinics.
- Practise mock interviews with students and provide constructive and developmental feedback

**Careers Management Skills & Employability Development**

- Design, deliver, assess and evaluate programmes on professional development, career management skills and employability. These seminars may be credit and non-credit bearing.
- Working with academic colleagues to deliver careers management, decision-making and labour market skills training within or alongside 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.
- Develop opportunities for students to meet and network with relevant employers.

### **General Duties**

- Undertake general careers advisory duties
- Report regularly on progress of all projects and activities
- 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 manager, 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**

- Awareness and understanding of recruitment & selection practice
- Excellent facilitation and presentation skills and ability to motivate an audience.
- Ability to demonstrate understanding and sensitivity to student needs.
- Developing and sustaining partnerships and managing relationships with a variety of stakeholders
- Ability to operate within a strong team-working environment in addition to working independently on multiple tasks at the same time.
- 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

\* 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:** Friday 30<sup>th</sup> August

**Application Procedure:**

Application forms are available from: <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Please clearly state the role that you are applying for in your application and email subject line: Job Ref **#ST1261 Careers Advisor Senior Admin Assistant 1**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 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).

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