



Applications are invited from suitably qualified candidates for the following position

***Careers Consultant (Senior Admin Asst II)  
Student Support and Development  
Permanent***

**Dublin City University**

Dublin City University ([www.DCU.ie](http://www.DCU.ie)) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Overview of the department**

Student Support & Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Careers Service, Student Advice Centre, Counselling & Personal Development, the Student Health Centre, the Disability & Learning Support Office, the Access Office, Student Learning, Leadership & Life Skills Centre, Mature Student Office, DCU Healthy and Chaplaincy. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

**Role Profile**

The Careers Service within SS&D is currently seeking a self-motivated, flexible and dedicated Careers Consultant to join the team to deliver a range of career, employability and professional services to students at all stages in their university experience, enabling effective career planning and progression.

### **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

### **Qualifications and Experience**

#### **Minimum criteria**

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years' recent work experience in a career development / guidance role or in designing and delivering programmes of professional development or in graduate recruitment.

#### **Desired criteria**

- A postgraduate qualification in the area of Careers Guidance.
- Good knowledge of the current employability agenda.
- Knowledge of trends in the labour market and future skills needs.

#### **Skills/Abilities**

- Experience of one-to-one and group career guidance.
- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with students, employers, and staff.
- Ability to facilitate small and large group skills sessions.
- Ability to demonstrate understanding and sensitivity to student needs.
- Excellent IT skills and a high level of comfort with new systems.
- 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 to achieve objectives within agreed timeline.
- Flexible approach to work: some evening and lunch work will be required

This post is subject to Garda Vetting.

### **Essential Training**

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

### **Salary Scale:**

Senior Administrative Assistant II Salary Scale - €50,805 - €68,704.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date: 6<sup>th</sup> January 2022**

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

### **Informal Enquiries in relation to this role should be directed to:**

Ms Yvonne McLoughlin, Head of Careers Service, Student Support and Development, Dublin City University. Email: [yvonne.mcloughlin@dcu.ie](mailto:yvonne.mcloughlin@dcu.ie)

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 website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

Applications should be submitted by e-mail with your completed application form to [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: BC211001 - Careers Consultant (Senior Admin Asst II)**

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy](#)*

*[Starter Packs](#)*