



## **JOB DESCRIPTION**

### ***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:**

### **Careers Coaching, Guidance and Advice**

- Provide professional careers guidance (one-to-one and group) both in person and via email and online, to students including responsibility for a designated discipline specific caseload.
- Respond to requests for information on career and professional development issues.

### **Careers Education**

- Collaborating with academic colleagues to embed career and professional development into the curriculum or along-side the curriculum. This may include online delivery.
- Design, deliver and evaluate career and professional development programmes. Design of assessments in collaboration with colleagues where appropriate. These programmes may be credit and non-credit bearing and/or delivered face-to-face, synchronously or via online self-directed learning.
- Develop and manage strong working relationships with academic colleagues in relevant Faculties / Schools and other key internal and external stakeholders to support the delivery of careers education, information, advice and guidance.
- Deliver innovative and interactive workshops, and small and large presentations, within designated caseload and centrally.

### **Employability Initiatives**

- 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 information on employment markets, employer expectations, graduate destinations and job opportunities.
- Engage with designated student clubs and societies in the promotion of the Careers Service to the student body.
- Design, deliver, assess, evaluate programmes on professional development, career planning and employability.
- Update and maintain sections of the Careers Website and Loop (internal virtual learning environment)

### **Employer Engagement**

- Engage with employers and professional bodies to develop opportunities for students to meet and network with relevant employers.
- 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.
- Organise and contribute to specific events, skills sessions and Fairs to promote career development and job opportunities (both on and off campus).
- Prepare and collate data for the annual Graduate Outcomes Survey.

### **Planning**

- Take particular responsibility to develop the capacity of the Careers Service strategic projects assigned by the Head of Service.
- Evaluate, analyse and report on qualitative and quantitative data to support the strategic direction of the Service.
- Contribute to strategic planning and team building days.
- Report regularly on progress of all projects and activities.
- Deputise for Head of Service when required.

- Represent the Careers Service at appropriate committees and take decisions at levels agreed with the Head of Careers 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)
- 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.

#### **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.