



## **JOB DESCRIPTION**

### **Student Employer Global Engagement Officer Professional 5 (P5) Student Support & Development Permanent**

#### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

#### **Overview of the department**

Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which includes the Careers Service, Student Advice Centre, Counselling & Personal Development, Student Learning, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, and the Access Office. Further information on Student Support & Development can be found at:

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

The Careers Service within SS&D is currently seeking a Student Employer Global Engagement Officer to manage employer related activities within the Careers Service to provide a quality integrated service to employers and students.

## **Role Profile**

The Careers Service works with all students from undergraduates, postgraduate taught and postgraduate research to help students and recent graduates reach their potential and fulfil their career aspirations. A core activity of the Service is connecting students with employers.

The Student Employer Global Engagement Officer will increase DCU's graduate employer engagement across all sectors nationally and internationally to provide students (including final years, postgraduate, international and PhD) and recent graduates access to employment and employability opportunities. The successful individual will contribute to the broader DCU strategic objective of building engagements and partnerships locally, nationally and internationally, and have responsibility for the planning and delivery of DCU Careers employer engagement in the Ireland and Internationally ensuring the development of events and services for employers to promote their opportunities to DCU students and recent alumni.

## **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

### **Strategy**

- In conjunction with the Head of Careers Service, to develop a student employer global engagement strategy that aligns to DCU's overall engagement and partnership strategy.
- Plan and deliver DCU Careers Service employer engagement in Ireland and internationally ensuring the development of events and services for employers to promote their opportunities to students and recent graduates through a variety of medium including MyCareer online vacancy board, Careers Fairs, newsletters, stands on campus, skills development programmes and other networking programmes.
- Develop account management of employer relationships to increase the portfolio of productive employer relationships through maximising existing business development activities to enable an increase in the recruitment of DCU's students and recent graduates.
- Account manage and develop relationships with a group of employers to ensure that their brand is effectively and appropriately promoted on campus and their recruitment targets are met.
- Development of sponsorship opportunities for employers.
- To provide the Head of Careers Service with relevant reports and management information and advice so that it can be used to shape, identify and support key performance indicators in order to enhance future effectiveness.

### **Project & Relationship Management**

- Produce proposals for career events (timelines, venues, suppliers, legal/GDPR, staff and budget).
- Oversee all aspects of career events such as career fairs, skills sessions, presentations, information stands, liaising with the careers team, internal and external stakeholders, ensuring the needs of DCU students and recent graduates are considered and incorporated.
- Building on existing synergies with Placement & INTRA to enhance lead accounts and employer relations.
- Develop practical and realistic plans that ensure most effective use of available resources.

### **Supervision**

- Line management for 2 staff members and student career ambassadors ensuring appropriate workloads are set and delivered (ii) ensuring high standards and performance,

(iii) provide ongoing training and support and (iv) ability to motivate including providing feedback.

#### **Policies, Procedures and Reporting**

- Overall responsibility for the employer and events entity within the Careers CRM system.
- Develop processes and policies for employer database management.
- Review and update jobs board terms and conditions.
- Develop clear and accessible processes for employer engagement.
- Develop and produce post event evaluations and reports to inform future employer engagement activities.

#### **Qualifications and Experience**

Please note that [internal service criteria](#) will apply.

#### **Essential Criteria**

Candidates must possess:

- A primary degree and relevant qualifications and/or professional experience/membership of professional bodies.
- 3+ years' experience in employer engagement or client relationship role or business development role working directly with businesses large or small.
- Proven experience of proactively developing services and/or processes to improve the design and delivery of stakeholder engagement.
- Evidence of project management skills.
- Experience of evaluating services to demonstrate impact, and of making the associated business case.
- Evidence of IT, organisation and time management skills.
- Evidence of excellent communication skills (oral and written)

#### **Desirable Criteria**

- A relevant post graduate qualification
- Previous experience of working in talent acquisition or recruitment or employer engagement or working in a client relationship role in Higher Education.
- Experience of developing account management systems to manage stakeholder relationships.