

Careers Adviser (Permanent)

The Careers Advisory Service is responsible for the provision of comprehensive career information, advice, guidance and career counselling to DCU students and recent graduates. It is part of Student Affairs, which also includes the following services: Counselling, First Year Student Support, Health, Access, Financial Assistance, Chaplaincy Services and Sport and Recreation.

Candidates for the position must hold a primary degree. A postgraduate qualification in vocational guidance and/or counselling is desirable. They should also have experience in careers-related work, preferably in a third-level environment. Applicants should have excellent IT skills, be creative, innovative and flexible in approach and have a genuine interest in promoting career development and career education within an ICT environment.

A proven record of teamwork, a high level of interpersonal and administrative skills, and a commitment to research and professional development are required.

Person Specification

- A primary degree . A postgraduate qualification in vocational guidance and/or counselling is desirable
- Experience of careers related work in a third-level environment
- A high level of proficiency in IT
- A strong commitment to developing and maintaining quality standards in careers work
- A background in Science or Business may be an advantage
- A team player, self motivated, resourceful, innovative, creative, with excellent interpersonal, communication, presentation, administration and time management skills
- An innovative and flexible approach to careers work
- A commitment to research and personal development

Duties of Post

Students:

- Providing careers advice, information, guidance and counselling (one-to-one and group), and brief query interviews for DCU students and recent graduates (specific client group will be assigned in line with qualification and experience)
- Developing, delivering and maintaining a developmental Careers Education Programme for students and recent graduates, including workshops and specific programmes on careers choice, job search strategy, postgraduate study and career management skills
- Responding to students queries (email, phone, fax and post)
- Providing appropriate psychometric testing, assessment and feedback for DCU students and recent graduates seeking vocational guidance
- Organising, promoting and evaluating careers-related events

Employers:

- Liaising with employers and facilitating DCU Visiting Employers Programme.

Links with DCU Staff:

- Developing links with DCU staff (academic staff, Student Affairs colleagues, and other support and administrative staff) to enhance the career development of DCU students and recent graduates
- Consulting with staff on careers related issues

Careers Service Web Development:

- Developing and maintaining the Careers Advisory Service website, databases, e-learning activities, and other online services

Careers Information/Education Materials:

- Researching sources of employability skills and careers development learning skills
- Developing, designing and customizing careers education materials where necessary
- Updating annually the Careers Resource Guide and other career information materials using a range of careers publications and web resources

Research and Professional Development:

- Taking an active interest in career related research
- Contributing to events and activities of AGCSI (Association of Graduate Careers Service in Ireland) and other appropriate professional bodies
- Assisting in the planning and co-ordination of the Careers Advisory Service Quality Review

General:

- Assisting with Careers Advisory Service marketing and public relations
- Assisting in the day-to-day office administration as required
- Providing an annual programme of work/calendar of events for the designated client group
- Assisting in planning and co-ordinating of events both on and off campus and with collaborative initiatives with other third level institutions
- Participating on DCU internal committees as appropriate
- Assisting with the design, implementation, analysis and reporting of surveys undertaken by the Careers Advisory Service, in particular the annual survey of the first destination of DCU graduates
- Assisting in the preparation of the Careers Advisory Service Annual Report
- Performing any other duties as are required from time to time by the Careers & Appointments Officer or the Director of Student Affairs

The appointee will report to DCU Careers & Appointments Officer

Salary: €37,433-€54,620

Closing Date: 7th February 2003.

Informal enquiries about this position to: Muireann Ní Dhuigneáin, Careers & Appointments Officer,
Tel: (01) 700 5163, Email: muireann.nidhuigneain@dcu.ie.