The Careers Service in DCU provides comprehensive education, information, advice, guidance to DCU students and recent graduates. It 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 Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office, the Inter Faith Centre and the Student Advice Centre. Further information on Student Support & Development can be found at: http://www.dcu.ie/students/index.shtml

Student Support & Development is currently seeking a Careers Advisor who will provide careers education, information, advice and guidance to undergraduate and postgraduate DCU students across all DCU Faculties. The post will be situated within the Careers Office and will report to the Head of Careers.

The successful candidate will have:

**Essential:**

Qualifications:

- A primary degree
- A relevant postgraduate degree or professional qualification

Experience / Knowledge

- Experience of career guidance and planning, preferably in a third level environment
- A record of project management and implementation
- Good knowledge of current issues in Higher Education and Higher Education Careers work
- Knowledge of trends in the labour market and future skills needs
Skills/Abilities

- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with students, employers, and staff
- Ability and evidence to support consistent performance to a very high standard in a fast paced environment
- Excellent IT skills and a high level of comfort with new systems
- Excellent organisational and time management skills with the ability to establish clear priorities
- An innovative, creative and flexible approach to careers advising / academic support and delivery of career planning / academic support programmes
- Excellent communication skills, both written and verbal
- Ability to operate within a strong team-working environment in addition to working individually

Desirable:

- Knowledge of a web-editing tool such as Drupal would be an advantage
- Experience in developing and/or using technology to enhance DCU student career development and employability
- Experience in marketing activities and promotion
- Knowledge and understanding of academic skills support and the needs of third level students in this area

Duties of Post:

Students

- Provide careers education, information, advice and guidance (one-to-one and group) to DCU students and recent graduates
- Provide competent and accurate advice to DCU students on academic pathways and options available to them during their undergraduate and postgraduate degree programmes
- Develop, deliver and monitor Careers Education Programmes for students including employability sessions, career choice, job search strategy, career planning and management.
- Respond to student queries in a timely, professional and informed manner via email, telephone, skype or walk-in
- Organise and contribute to specific events to promote career development and job opportunities (both on and off campus)
- Research and expand upon the current range of online careers’ resources for DCU students
- Assist students in the development of their Graduate Attributes and use of the DCU E-Portfolio
Employers / External Liaison

- Liaise with employers and facilitate company visits.
- Organise Careers Fairs and other events, in collaboration with the Head of Service and other Careers Advisers and/or relevant members of staff in the University.
- Research, develop resources and promote both web-based and paper-based information on employment markets, employer expectations, graduate destinations and job opportunities

DCU Staff

- Liaise with DCU staff to develop an integrated and sustainable approach to careers development for the student body
- Develop, in consultation with relevant colleagues around the University, a programme of academic skills support for DCU students. This could include, for example, the coordination and delivery of a suite of workshops, drop-in clinics and online supports.

Other

Apart from the specific duties outlined above, the successful candidate will be required to take part in other projects within the Careers Service, including, but not limited to:

- Support the development of the Service and co-ordinate the marketing activities of the Unit by:
  - Maintaining and enhancing the DCU Careers Service website
  - Marketing the DCU Careers Service to students, employers, staff and other key stakeholders.
- Develop CRM for the DCU Careers Service
- Assist in the day-to-day administration, as required
- Participate in activities such as the collation of data for annual First Destination Report
- Represent the DCU Careers Service at relevant Open Days / Fairs etc.
- Collaborate with other colleagues across Student Support & Development as required by the Head of Careers and the Director of Student Support & Development.

Undertake other duties and responsibilities as may be deemed necessary and relevant, in line with changes in the role requirements. This will be determined by the Head of the Careers Service, in conjunction with the Director of Student Support & Development.

For informal enquiries contact: Ms. Yvonne Mc Loughlin, Head of Careers, yvonne.mcloughlin@dcu.ie
Closing Date: Friday, 31\textsuperscript{st} May 2013

Salary scale: €45,452 - €54,974

€40,906 - €49,477*

*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience

Note: Remuneration Policy for Permanent Staff:

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1st point of the higher scale OR (ii) a double increment calculated by reference to the staff member’s current point of scale and the previous / next point of scale x2.

Application forms are available at:
http://www.dcu.ie/vacancies/index.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer