

**Position:** Employability Administrator  
**Department:** Careers & Student Services  
**Reporting to:** Head of Careers & Student Services

Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., a leading international provider of higher education, professional development and lifelong learning programmes.

DBS has a requirement for an experienced **Employability Administrator** to be an integral part of the Careers and Placements Department. The individual will report to the Head of Careers & Student Services and assist with supporting the development and implementation of internships and graduate career opportunities. The aim of the Service is to facilitate students' employability through managing the internship and placement programmes, advertising opportunities and graduate vacancies, organising employers' events on and off campus, careers fairs, and integrated and non-integrated professional career development activities which involve one-to-one and group work. It also provides comprehensive online careers advisory service and ensures timely and accurate reports on employment and progression outcomes for various student cohorts.

**Key responsibilities:**

The person appointed will deal with the following stakeholders:

**Students**

- Provide up to date careers information for DBS students in conjunction with the Careers & Placements team on internship and graduate vacancies.
- Maintain a central Careers & Placements information and drop-in service for all DBS students. Act as first point of information for students with regard to Careers and Placements and general queries as required.
- Provide students with advice on where to find appropriate employment information and refer them for further information to the relevant Careers & Placement advisor.
- Gain familiarity with DBS structures in order to best guide students with general queries.
- Schedule student interviews and input details on DBS's Internships to update the internal databases as required.
- Liaise with students to schedule one-one appointments with the relevant Careers professional.

- Be familiar with the DBS academic calendar and liaise with relevant staff and students regarding interviews during exam and study leave.
- Assist with scheduling of interviews between students and employers to avoid any overlap.
- Communicate with students to ensure attendance at each interview using appropriate communication channels (email, SMS, phone, via lecturers).
- Brief students on interview outcomes with any associated feedback from employers.
- Contact each student in the workplace to check on progress and to get details relevant for tutor visits as well as Higher Education Authority (HEA) reporting requirements on their employment/progression status.
- Direct students to the relevant employer information resources as relevant.
- Actively liaise with DBS Alumni to further develop alumni relations.

### **Employers**

- Responsible for working closely with Careers & Placements staff to manage a portfolio of employers and students with respect to DBS placements and graduate interview processes.
- Assist with project managing joint DBS/Faculty Employer Fairs on campus.
- Monitor daily placement of students and re-organise interview times with employers and students to ensure interview schedules are without gaps.
- Resolve any routine problems and concerns in consultation with the HOS.
- Be familiar with and provide information to employers on required DBS internship and graduate recruitment work areas.

### **Academic**

- Recording academic tutor and industrial supervisor information.
- Keeping academic tutor contact details up to date on our internal databases.
- Follow up with students and tutors for relevant information and inputting such information into each student record on the database.
- Following up with the students on whether or not they have been visited by an assigned academic tutor and taking appropriate action.

### **Administration**

- Knowledge of Excel, CRM, report writing and interpretation of data.
- Use social media to communicate effectively with students e.g. Facebook/LinkedIn & Twitter.
- Ensure consistency in DBS Careers & Placements publications and posters across all campuses and ensuring they meet the DBS/Kaplan guidelines.
- Be familiar with DBS Internship and graduate recruitment systems (database and recruitment website) and Microsoft Office as well as other DBS databases where necessary.
- Be involved in the development and testing of new DBS Internship and Graduate Recruitment online website.
- Input suggestions for fine tuning of service provision at meetings and directly work on same with staff.
- Mail shot employers, students and tutors as required at various points in the process.
- Maintain accurate and up-to-date data in all relevant formats.
- Provide accurate minutes of the Careers & Placement Service meetings.
- Collation of information from Employer and Student Surveys as well as First Destination Reports.
- Assist with DBS Careers & Student Services projects such as maintenance of Notice Boards etc, posting of opportunities.

- Organise company presentations on campus including employer presentations, employer fairs and visits.
- Keeping DBS Careers website up to date and working with the team on any website developments.

#### **Teamwork & Communications**

- Provide relevant and timely feedback to other members of the team.
- Prioritise tasks and deal efficiently with peak workloads, by co-operating with other staff.
- Complete tasks as assigned by HOS & Careers Team.
- Ongoing communication with all team members for effective team synergy and successful completion of assigned duties.
- Work closely with other Student Support Services team members when required.
- The post will require flexibility and the successful applicant will be expected to take part in DBS activities generally if and when required by the Head of the Careers & Student Services and or Executive Dean.

#### **Application Details:**

Email cover letter and CV to [denise.mcmorrow@dbs.ie](mailto:denise.mcmorrow@dbs.ie)

**Closing date:** 13/04/2016

**Salary €25,000-€30,000 depending on experience.**