



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Post Specification

Post Title:	Postgraduate Career Development & Alumni Officer
Post Status:	3-year fixed-term contract (full time)
Department/Faculty:	School of Business
Reports To:	School Administrator and works closely with Academic Directors of the School's Postgraduate Degree Programmes.
Location:	School of Business
Salary:	This appointment will be made on the Admin 2 salary scale in line with Government pay policy
Closing Date:	12 Noon on 27 th March 2015

Interviews for this position are expected to take place week beginning 20th April 2015.

Purpose of the Post

The Successful candidate will proactively secure job placements for postgraduate students (and postgraduate alumni) from the School of Business across a range of sectors and industries and levels of seniority, provide careers advice and information, and assist in the delivery of career development modules for relevant postgraduate programmes at the School. The post holder will also be involved in the planning, design and delivery of the School's postgraduate business alumni engagement strategy.

Post Summary

Trinity Business School requires an enthusiastic and experienced Career Development and Alumni Officer to join our team in providing job placement services, careers advice and information to current postgraduate students and members of the School's postgraduate business alumni community. The role will also require a capacity to plan and manage alumni activities and events. The successful candidate must be a third-level graduate with experience



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in recruitment either as an in-house recruiter or in Executive Search and must have a customer focused approach. Knowledge of career planning and the ability to facilitate the guidance process will be important. Candidates should have excellent interpersonal skills including the ability to network, influence, motivate and coach. Verbal and written communication skills as well as the ability to deliver presentations to a high standard will be important. A high level of energy, adaptability and self-motivation together with a working knowledge of information technology will also be required.

Principal Duties

- Develop new and existing relationships with recruitment and executive search firms, companies and other relevant organizations with the purpose of proactively driving the placement of postgraduate business students on completion of their studies.
- Design and oversee the delivery of workshops that provide skills for placement/job search strategies, self-marketing and networking.
- Alongside faculty and adjunct members of staff lead, plan, design and deliver a range of career development activities included within postgraduate business programmes so that careers education is embedded in the curriculum and employability is enhanced.
- Advise postgraduate business students and alumni individually (face to face, online, etc.) about their career choices, often through helping them to understand the range of opportunities available to them and how to relate their own skills, interests and values to these opportunities.
- Liaise with employers and professional bodies to maintain up to date and relevant careers and occupational information particularly in relation to growth areas and recruitment needs. This will include visiting employers as well as hosting visiting employers. The role therefore demands well developed customer relationship skills and the ability to develop “cold” leads with contacts at senior levels within private and public sector organisations and NGOs.
- Produce reports and statistics (including First Destination Statistics) that highlight success in job placement of business postgraduate students and alumni, which can be used in national and international employability and employer engagement league tables and rankings.



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- Liaise with employers regarding campus recruitment and general matters influencing postgraduate selection including seeking sponsorship for, or participation in, specific events such as careers talks, presentations and recruitment fairs (including virtual fairs).
- Represent the Business School professionally including participation at postgraduate student recruitment events.
- Research/prepare/update/edit career information and labour market intelligence materials – blogs, articles, web pages, newsletters, booklets etc.
- Work with Course Directors and other members of staff in the planning, design and delivery of the School's postgraduate business alumni engagement strategy.
- Work with the School's postgraduate business alumni committees in planning, designing and leading the event management, promotion and delivery of alumni activities and events.
- Participate in professional bodies (e.g. AHECS, AGCAS,).
- Take responsibility for own professional development by reading widely to ensure up to date knowledge of career trends, graduate labour market, professional, legislative and ethical frameworks.
- Provide reports and carry out such other advisory and administrative tasks as may be required by School Administrator/Course Directors from time to time.

Working Relationships

- Postgraduate business students and alumni
- Employers and professional bodies
- School of Business staff
- Career Advisory Service & Trinity Foundation staff
- Staff in other Student Services.



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Qualifications

- Applicants must hold a minimum level 8 Undergraduate Degree in a related discipline
- Applicants should preferably hold a vocational guidance qualification (or equivalent).

Knowledge & Experience (Essential and Desirable)

- Significant experience of middle and senior management recruitment either as an in house recruiter or in Executive Search or Outplacement.
- Knowledge of career planning and the ability to facilitate the guidance process.
- Knowledge of the employment market for postgraduate business students.
- A track record of achievement in relationship management.
- Excellent training skills including the ability to both design and deliver innovative and appropriate workshops.
- Good knowledge of the Irish Higher Education system.

Skills & Competencies

- Excellent interpersonal skills including the ability to network, influence, motivate and coach.
- Verbal and written communication skills as well as the ability to deliver presentations to a high standard. The ability to write high quality text in an appropriate style for student audiences
- Entrepreneurial attitude; creative, innovative and flexible approach to the provision of placement support.
- A high level of energy, adaptability and self-motivation.
- A high level of experience and confidence with ICT facilities (particularly fluency with MS Office) sufficient to do the job effectively.
- Ability to operate within a strong team-working environment in addition to working individually.



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- Excellent organization skills with the ability to establish clear priorities and the evidence of planning skills within a complex and diverse workload.
- Willingness and ability to work flexible hours including evenings and weekends and to travel independently both nationally and overseas.

Application Requirements

Along with a covering letter and CV including the names and contact details of three referees (preferably with their email addresses), candidates should address the following screening questions. Candidates who do not specifically respond to these screening questions will not be included in the shortlisting process;

- State your experience of middle and senior management recruitment either as an in house recruiter or in Executive Search or Outplacement.
- List your experience of developing professional networks and managing relationships with external stakeholders.

Candidate should note that the interview process will also include a presentation to be delivered to the interview committee. Details of this will be communicated to the shortlisted candidates.

General Information

School of Business Snapshot

Business is a long established discipline in Trinity, having been formed as the School of Commerce offering B.A. and B.Comm. degrees in 1925 and transformed into the School of Business Studies in the sixties. The School is located in the Faculty of Arts, Humanities and Social Sciences. The transformation from a School of Commerce to a School of Business in 1962 marks one of the earliest recognitions among Irish and British universities of the emergence of the *Business School* as distinct from the earlier model of a *School of Commerce*.



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It was followed quickly by the launch of one of the three original European MBA programmes. In 1976, a further significant innovation on a European scale was marked by the launch of the M.Sc. (Mgmt) degree in Management Practice for practising senior executives, with a curriculum based on *action research* principles.

An established Chair of Business was created in the School in 1979 and was held initially by Professor Charles McCarthy and most recently was held by Professor John Murray. An endowed Chair of International Business was created in 2001 and most recently was held by Professor Colm Kearney. An endowed chair in International Business and Development was created in 2006, and is held by Professor Frank Barry. The School has a total staff complement of 21 full-time and 5 part-time academic staff, three programme directors, a senior administrator, a student recruitment executive and 5 executive officers.

Trinity's School of Business is recognised for its unique and innovative degree programmes, commitment to research-based teaching, internationalism, strong interrelationships with Irish and global organisations in the private, public and voluntary sectors and for an intimate, tutorially oriented educational philosophy. The School's mission is to educate the most able school leavers, postgraduates and experienced managers, providing each with the best disciplinary competence in management as well as a critical and inquiring understanding of organisations. The School's vision is to be a leading, internationally ranked, centre of research, teaching and executive education located in Ireland.

Programmes Offered

The School's *undergraduate programmes* are characterised by focus and unique curricula. The B.B.S. degree allows undergraduates to specialise in Business, while joint honours programmes enable undergraduates to combine Business with a range of other subjects primarily from the Faculty of Arts, Humanities and Social Sciences. Currently available joint options are: Economics, Political Science, Law, Computer Science, Sociology, French, German, Spanish, Polish and Russian. The structure of the programmes reflects the School's commitment to providing students with a broadly based education in business.



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The Trinity MBA is one of Europe's longest established M.B.A. programmes. It has run annually since 1964 and has strong traditions that include an international orientation, diverse student body, and a strong commitment to personalised tutorial style learning. The programme reflects these values through its small class size, its international character, and close relationships between faculty and students. The MBA is positioned as a niche programme within the highly competitive international MBA marketplace and aims to equip its graduates with a clear strategic orientation, strong team working skills and the facility to operate effectively in a multi-cultural global setting. From September 2011 the Trinity MBA is also offered on a two-year part-time basis.

The M.Sc. (Finance), M.Sc. (International Management) and M.Sc. (Business and Management) are pre-experience masters programmes aimed at domestic and international graduates. They are offered on a one-year fulltime schedule. The M.Sc. Finance began in academic year 2008-09 and the M.Sc. International Management was launched in academic year 2009-10. The M.Sc. in Business and Management was launched in September 2011 and is aimed at non-business domestic and international graduates.

The *M.Litt./Ph.D. programme* has a sustained enrollment of students of high capability, exceptional success in winning scholarships, and a structured approach to advanced research in business and management. There are currently 45 students at various stages of their studies.

Further Information for Candidates

URL Link to Area	http://www.tcd.ie/business/
URL Link to Human Resources	http://www.tcd.ie/hr



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Founded in 1592, Trinity is at the nexus of tradition and innovation, offering undergraduate and postgraduate programmes across 24 schools and three faculties: arts, humanities, and social sciences; engineering, maths and science; and health sciences. Spread across 47 acres in Dublin's city centre, Trinity's 17,000-strong student body comes from all 32 counties of Ireland, and 16% of students come from outside the country. Of those, 40% are from outside the European Union, making Trinity's campus cosmopolitan and bustling, with a focus on diversity.

As Ireland's leading university, the pursuit of academic excellence through research and scholarship is at the heart of the Trinity education. Trinity is known for intellectual rigour, excellence, interdisciplinarity, and research-led teaching. Home to Nobel prize-winners such as scientist Ernest Walton and writer Samuel Beckett, Trinity draws visitors from across the world to its historic campus each year, including to the Book of Kells and Science Gallery which capture the university's connection to both old and new.

Trinity accounts for one-fifth of all spin-out companies from Irish higher education institutions, helping to turn Ireland into an innovation-intensive, high-productivity economy. That culture of innovation and entrepreneurship is a defining characteristic of our campus as we help shape the next generation of job creators.

Trinity has developed significant strength in a broad range of research areas, including the 19 broadly based multi-disciplinary thematic research areas.



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Ireland's first purpose-built nanoscience research institute, CRANN, houses 150 scientists, technicians and graduate students in specialised laboratory facilities. Meanwhile, the state-of-the-art Biomedical Sciences Institute is carrying out breakthrough research in areas such as immunology, cancer and medical devices.

The Old Library, which houses the Long Room in Trinity, is the largest research library in Ireland, with a collection of six million printed items, 500,000 maps, 80,000 electronic journals, and 350,000 electronic books. Some of the world's most famous scholars are graduates of Trinity, including writer Jonathan Swift, dramatist Oscar Wilde, philosopher George Berkeley, and political philosopher, and political theorist Edmund Burke. Three Trinity graduates have become Presidents of Ireland - Douglas Hyde, Mary Robinson and Mary McAleese.

Trinity is the highest ranked university in Ireland, and among the world's leading higher education institutions.



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Trinity College Dublin World University Rankings

Overall

- Trinity College Dublin is Ireland's No.1 University (QS World University Ranking, THE World University Ranking, Academic Ranking of World Universities (Shanghai)).
- Trinity College Dublin is ranked 71st in the World and 21st in Europe in the 2013/2014 QS World University Ranking across all indicators.

Internationalisation

- Trinity College Dublin is ranked 30th in the World in the Times Higher Education Top 100 Most International Universities.
- Trinity College Dublin is 46th in the World in the QS World University Ranking 2013/2014 in terms of International Faculty.

Research Performance

- Trinity College Dublin is ranked in the top 70 universities in the world in the Times Higher Education Ranking of World Universities in terms of overall research and in the top 75 universities in the world in terms of citations (research impact).
- Trinity College Dublin is 80th in the World and 27th in Europe in the 2014 Leiden University Ranking of World Universities based on research performance alone.
- Trinity College Dublin ranks in the top 1% of research institutions in the world in the following 17 fields (an increase of over 150% from 2004): Physics, Chemistry, Engineering, Social Sciences (General), Immunology, Neurosciences, Nanosciences, Materials Science, Pharmacy & Toxicology, Molecular Biology & Genetics, Biology & Biochemistry, Microbiology, Plant and Animal Science, Clinical Medicine, Agriculture, Psychiatry/Psychology, Environment/Ecology.

*Subject Rankings (high level)/QS Faculty Rankings 2014**



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- In the QS Faculty Rankings 2014, Trinity College Dublin is ranked 63rd in the world in Arts and Humanities.
- In the QS Faculty Rankings 2014, Trinity College Dublin is ranked in the world top 100 universities in Life Sciences and Medicine (in 69th place).
- In the QS Faculty Rankings 2014, Trinity College Dublin is ranked in the world top 100 universities in Social Sciences and Management (in 89th place).

*Subject Rankings (QS 2014)***

Trinity College Dublin (TCD) features in the world's elite (Top 200) institutions in 23 of the 30 subjects featured the *QS World University Rankings by Subject 2014*.

- Trinity College Dublin is ranked 25th in the world in English Language & Literature.
- Trinity College Dublin is ranked 42nd in the world in Modern Languages.
- Trinity College Dublin is ranked 46th in the world in Politics & International Studies.
- Trinity College Dublin is ranked 48th in the world in History.

- Trinity College Dublin is in the World Top 100 in Accounting & Finance.
- Trinity College Dublin is in the World Top 100 in Biological Sciences.
- Trinity College Dublin is in the World Top 100 in Economics & Econometrics.
- Trinity College Dublin is in the World Top 100 in Geography.
- Trinity College Dublin is in the World Top 100 in Law.
- Trinity College Dublin is in the World Top 100 in Medicine.
- Trinity College Dublin is in the World Top 100 in Pharmacy & Pharmacology.
- Trinity College Dublin is in the World Top 100 in Psychology.

* QS 'Faculty' Rankings 2014: <http://www.topuniversities.com/faculty-rankings>

** QS Subject Rankings 2014: <http://www.topuniversities.com/subject-rankings>



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The Selection Process in Trinity

- The Selection Committee (Interview Panel) will include members of the Academic community together with an External Assessor who is an expert in the area.
- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.
- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.
- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.
- In some instances the Selection Committee **may** avail of telephone or video conferencing.
- The College's selection methods may consist of any or all of the following:
 - Interviews
 - Presentations
 - Psychometric Testing
 - References
 - Situational Exercises



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- It is the policy of the College to conduct pre-employment medical screening/full pre-employment medicals.
- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Equal Opportunities Policy

Trinity College Dublin, the University of Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under



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the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Candidates should submit a cover letter together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible), together with a cover letter (1 x A4 page) that specifically addresses the application procedure as set out above [by e-](#)

[Recruitment:](#)

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT

If you have any query regarding this, please contact:

Grace Bosonnet, Recruitment Relationship Partner, Human Resources, House No. 4, Trinity
College Dublin, the University of Dublin

Tel: +353 1 896 4015

Email: bosonneg@tcd.ie



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