

Job Title: Careers and Industry Liaison Officer	Reports to: Deputy Head and Business Development Manager
Location: Griffith College Cork	Job Type: Full Time Permanent

Job Summary:

Griffith College, Ireland's largest private third level College seeks to recruit a motivated, dynamic Careers and Industry Liaison Officer for their Business Development and Marketing Team.

This role is an excellent opportunity for someone looking for increased responsibility and the opportunity to excel in a higher education, third level institution where they will gain exposure to a wide range of learner support and business development activity.

The successful candidate will have individual responsibility for:

- Providing individual and group guidance to learners on educational, vocational and career options.
- Provide guidance and support to students on undergraduate and postgraduate programmes.
- Ensure an information base on educational and career options is maintained.
- Ensure an information base on industrial, commercial and professional organisations is maintained and Griffith College and learner contact with these bodies is developed and maintained.
- Provide appropriate details to academic staff for the design and development of new and existing courses.

Duties and responsibilities of the position:

- Co-ordinating the Careers Service by managing weekly and monthly meetings, forward planning for activities across the academic semesters, and managing development projects, initiatives and multiple events.
- Career planning and graduate employment advisory, including facilitating the awareness of employment opportunities among students.
- Provision of course information and careers advisory at undergraduate and postgraduate levels as well as government initiatives in line with national skills needs.
- Ensuring the establishment and maintenance of links with prospective employers through the Careers Service – responding to the needs of employers who wish to recruit students and graduates from Griffith College Cork
- Ensuring the on-going establishment, operation and updating of procedures for notifying job vacancies and graduate training schemes to students.
- Assisting in the preparation of promotional material, careers and other handbooks in association with the relevant faculties.
- Compiling and maintaining up-to-date information on educational and career options, CV preparation and interview and presentation skills among other topics.

- Organising a series of career talks and seminars and preparing and updating a series of programmes on job application and interview techniques among other topics.
- Organisation of and participation in careers fairs across Munster.
- Supporting the activities of the Schools Liaison Programme and Marketing team on campus.
- Ensuring that enquiries from schools or individual students or parents concerning employment prospects for graduates are answered.
- Liaising with the teaching, management and other staff in the provision of information and services to help students cope with their courses and to provide re-direction and advice where appropriate.
- Establishing, co-ordinating and maintaining active career development and employability programmes both within and outside of the curriculum.
- Engaging in the co-ordination and completion of the Graduate Outcomes Survey and Report on an annual basis.
- Liaising with all relevant State Institutions regarding graduate employment and training opportunities.
- Preparing statistics and information relevant to the service and producing an annual report on the work of the service and other reports as required from time to time.
- Providing information to the Line Manager for the development of the annual Careers Service budget.
- Managing the implementation and updating of the existing Careers Service strategy, in addition to the development of future strategies.
- Contributing to the development and implementation of appropriate management information systems within the service.
- Completing in-depth and regular reporting of service activities.
- Support the development of Employability and Employment Guides for Griffith College as required.
- Participating in national committees/ groups on behalf of the Careers Service.
- Representing Griffith College Cork as required from time to time.
- Progressing the Careers Service within Griffith College Cork introducing new initiatives and improving effectiveness as appropriate.
- Undertaking such other duties as may be assigned from time to time by Griffith College.

Minimum Requirements for the Position

- A primary undergraduate degree
- Desirable to have an additional professional qualification related to vocational guidance, career development and advisory guidance
- A minimum of one year's experience in areas related to vocational guidance, career development and advisory, coaching, training and development or similar posts, and ideally with demonstrated responsibility for managing others within a team setting
- A thorough knowledge and demonstrated experience of using the career planning process and the ability to facilitate the guidance process
- Excellent organisational, interpersonal, verbal and written communication skills together with the ability to deliver presentations to a high standard
- Self-starter with ability to work independently with minimum supervision
- Possession of a car and full driving licence. Must be eligible to drive in Ireland
- Valid Garda vetting (post appointment)



About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 5 acres of land.
- Competitive salary.
- Opportunity to be part of team focusing on growth.
- Training and Development opportunities.
- Free parking facilities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Appointment to this role is subject to the candidate's eligibility to work full time in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.