



University College Dublin
Careers Network

Career Ambassador Programme 2024/2025

Are you a UCD student based on the Belfield campus?

Are you interested in a role where you can work flexibly and develop important skills?

We are looking for a team of motivated students with enthusiasm and commitment to promoting the work of the UCD Careers Network. This is an excellent opportunity to gain valuable paid experience and develop your personal and professional skills that you can add to your CV and LinkedIn profile.

Benefits of Being a Career Ambassador

Being a Career Ambassador is not just a job. This is a developmental programme designed to develop and enhance your skills via a range of opportunities.

- Develop your transferable skills such as communication, teamwork, problem solving, leadership, networking and presentation skills
- Enhance the UCD student experience and have a positive impact on prospective students' experiences at UCD
- Enhance your professional network within and outside of UCD
- Increase your employability by developing your self-confidence, self-efficacy and self-esteem
- This is a paid position: €12.70 per hour
- Career Ambassador work can be included as one of the 2 activities needed to complete the [UCD Advantage Award](#), which will appear on your diploma supplement

Upon successful completion of your time as a Career Ambassador, you will be provided with:

- A certificate of completion
- A LinkedIn recommendation

Role & Responsibilities

- Promote, attend, and assist with careers events, including organisation and execution as necessary; to include events such as graduate recruitment and internship fairs, open days, alumni panels, or employer events.
- Support and promote the UCD Advantage Award and other Career Network initiatives.
- Create social media content, including video content for Facebook, Twitter, Instagram, LinkedIn and YouTube
- Run competitions and giveaways on behalf of the UCD Careers Network
- Create visual designs that aid the promotion of any of the above mentioned (e.g. using Canva)



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- Support UCD Careers Network with student facing and administrative tasks (where applicable)
- Engage with a range of core activities of UCD Careers Network such as Workshops, UCD Advantage Award, and Employer Events

Skills & Requirements

- Social media savvy
- Excellent verbal and written communication skills
- Demonstrable customer service ethos
- Ability to work on your own initiative or as part of a team
- Adaptable and flexible approach to working
- Proactive approach to engaging with people, students, team members, employers, academics
- Knowledge of the UCD Careers Network
- Career Ambassadors are expected to fulfil a minimum of 2 hours per week during trimester 1 and 2 (there will be opportunities to take on more hours as necessary).

Mandatory training is part of this role. Training will take place on Wednesday 28th August 2024.

The Application Process

The application is open to current, continuing Belfield students (undergraduates).

In your application, please include:

- A current CV (max 2 pages)
- A one-page cover letter outlining why you think you would be a great fit for the role of Career Ambassador (350-400 words)

Please send your completed application to hannah.lamont@ucd.ie

Please include 'Career Ambassador Programme Application' in the subject line.

Closing date: Midnight, Wednesday 3rd July 2024.

Interviews will take place on Thursday 11th & Friday 12th July 2024.

Mandatory Training will take place on Wednesday 28th August between 10:00am and 4:00pm.