



University College Dublin
Careers Network



UCD Careers Network

Statement of Service

Faculty and Staff





Statement of Service for Faculty and Staff

Our Aim: UCD Careers Network enables students to discover and achieve their potential, contributing to the UCD Strategy 2020-2024, Rising to the Future, specifically around empowering humanity to reach full potential and implementing priorities laid out in the UCD Career Development and Employability Strategy 2015-2025

In order to add value to the UCD community and educational experience, the University can expect the following:

- A Careers Network that supports relevant strategic objectives of the University.
- Services that are effectively managed and delivered within the resources available, including working towards recognised quality standards for the sector.
- Accountability of the Careers Network and its activities, through regular reporting processes and other reports as required.
- Contribution to University publications as required and as appropriate.
- Embedding of employability-related activities in academic Schools in support of students at undergraduate and graduate levels and Postdoctoral Researchers.
- Regular liaison with academic departments, through designated Careers Network contacts.
- The collection and dissemination of the annual Graduate Outcomes Survey and reporting on Career Registration outcomes, trends, and themes.
- Provision of a comprehensive information resource relating to occupations, further study and funding, employers and vacancies, applications, and interviews etc.
- Liaison with extensive range of employers for the promotion of interest in University College Dublin's students and graduates for recruitment, internship, project, and vacation work purposes.
- The involvement of Careers Network staff in national and international activities with AGCAS and AHECS, the professional associations of HE careers services, including training and development.

Expectations and Entitlement

The Careers Network regards itself as an integral part of the University, with a pivotal role to play in the development of students' employability.

The University and its staff are entitled to expect in this context, that the Careers Network will be staffed by competent and appropriately qualified personnel who can

- Inform strategic and operational planning relating to the development of student employability at institutional, departmental, and personal levels.
- Provide consultancy and partnership connected to design and delivery of customised student career development learning both in and out of the curriculum, including on-line collaborative provision of information, core careers education and guidance related activities.
- Inform appropriate staff and units about labour market patterns and trends and the work/study destinations of UCD graduates.
- Deliver a professional service for students and recent graduates within the level of resourcing available.

The Careers Network is entitled to expect that the Institution will:

- Involve and support the Network in institutional strategic planning and implementation as it relates to student employability in the curriculum.
- Provide access to students in their academic departments for the purpose of alerting them to student employability and service provision for career development learning and associated activities.
- Develop awareness and understanding of the Centre's remit and activities, particularly insofar as these affect students, course design and preparation for subject review or audit.



- Make active and timely use of the considerable professional expertise of members of staff in providing programmes for development of student employability, and for course review and assessment.
- Provide staff and fiscal resources to enable the Careers Network to realise its mission.

Comments

Your opinions about the services provided will be sought on a regular basis, so that activities and information provision can be adapted to meet your needs.

If you think there are improvements which can be made at the Careers Network, then we would like to hear from you. If you would like to discuss your ideas for employability-related initiatives with a relevant member of staff, please contact the Careers & Skills Consultant (Belfield) or Careers Manager (Smurfit) with caseload responsibility for your School/College (details at www.ucd.ie/careers). Alternatively, you may wish to discuss any concerns with the Dr David Foster, UCD Director of Career Development and Skills at david.foster@ucd.ie