

Careers & Employability Rep

September - June, Part-Time, Voluntary

Aim

The aim of this position is to represent your School's students on employability and careers matters. The Careers & Employability Rep will improve their School's careers services, host events with support from other reps and coordinate feedback on careers/employability. The role holder will have the power to lobby and influence careers services in their School, Faculty and St Andrews more broadly.

Key Responsibilities

What you will be doing:

- Plan, coordinate and run Careers events in your School
- Attend the Careers & Employability Rep Forum (CERF) where you will have the opportunity to give feedback to the Careers Centre and Students Association Employability Officer
- Collaborate with other Careers & Employability reps across the University to share best practice and spread workload
- Support your School President in their careers initiatives
- Work with the Careers Centre to help make students more aware of the services available to them

How you will be doing it:

- You'll receive training on event planning and coordination to help you with running Careers events, and be supported by your School's Community & Events rep
- You will gather feedback from students in your School on careers and employability-related issues, once per semester with guidance from your School President and the Employability Officer
- You will provide advice to your School President
- You will collaborate with other Careers & Employability Reps from across the University
- You will have a working relationship with staff at the Careers Centre (including the Assistant Director) and be line-managed by your School President
- You will be in touch with your School's Careers Link, who is a permanent member of academic staff whose remit it is to support employability

Essential Characteristics

A determination to improve careers services in your School and some prior knowledge of events planning

Useful Skills or Characteristics

- Working as part of a team
- Organisational skills
- Good communication skills
- Commitment and dedication

Skills you can expect to learn and develop

- Develop the ability to coordinate and plan events, gather feedback and improve your communication skills
- Increase organisational skills and flexibility
- Gain experience of working with a diverse team of other academic representatives
- Get a better understanding of the University and Careers Centre

Expected time commitment: Generally between 1 and 3 hours weekly. Some weeks will be more demanding than others.