

# Employability Reps Forum

5 November 2014 at 4pm in Seminar Room 4 (New Arts Building)

## MINUTES

**Present:** Ondrej Hajda (Director of Representation & Chair), Lydia Bowden (SRC Employability Officer), Tania Strützel (Postgraduate Convenor), *Students' Association*; Paul Brown (Director of Careers Centre), Pamela Andrew (Employability Coordinator), Robert Gelb (International Opportunities Manager), *Careers Centre*; Ainikki Riikonen (International Relations), Eleanor Mullin (Philosophy), *School Presidents*; Monika Gostic (Medicine), Martin Eide (International Relations), Dawn Jackson Williams (History), Amy Chubb (English), Kirsty Mearns (Economics & Finance), Tamara Thorne (Social Anthropology), Nils Turner (Management), Qihan Lu (Mathematics & Statistics), Cordlia Mikita (Classics), Kittsie Klaes (Film Studies), Claudia Russel (Comparative Literature), *Employability Reps*.

**Apologies:** Katy Relph (Earth Sciences).

### 1. Overview of Semester 1 events

**Postgraduate Medicine:** Nothing is being done currently. PhD concerned with finishing their degree.

**History:** Undergrads have had a talk already. Wants to organize something for PhD students. Knowing how to sell your PhD. There is a demand from students who do not want to go into academia for more information.

**English:** No event yet but send out emails for internships. Contacted School President to organize event at end of semester about internships. If they cannot do event in time wants to organize information pack.

**Economics:** Hoping to organize a talk by staff members with free pizza.

**Social Anthropology:** Event on 1 December targeting 4<sup>th</sup> years graduating. PhD students coming to give outline of field. Trying to get lecturers to come and also academics outside academia. Next semester, targeting 1<sup>st</sup>, 2<sup>n</sup>, 3<sup>rd</sup> years revolving around internships. Getting students who have done internships to talk to other students.

**Management:** Finalizing event on 21 November in Gateway, focused on 1<sup>st</sup>-3<sup>rd</sup> year undergrads to show scope of internship opportunities. 2<sup>nd</sup> semester looking to have an alumni event before spring break and also trying virtual events.

**Mathematics and Statistics:** Looking into internship opportunities event for this semester.

**Philosophy:** Co-hosting event with a new society (Women for Minorities in Philosophy). Hoping for this to happen in this semester.

**Classics:** Wanting to get people inspired. Want to get graduates involved.

**Film:** Students want more of an outlet for people who work in film production. Contacts have been made. Want to plan an event where older students can talk to younger students about internship events.

**Comparative Literature:** No comparative literature graduates. Currently arranging a day event for semester 2. Hoping to include CV workshops.

**IR:** Panel event on 2 December with background information from the Careers Centre and speakers and lecturers giving talks.

**Careers Centre** recommended to organise an in School event in Semester 1 (using student and/or academic staff speakers) and to look for external speakers or alumni in Semester 2.

## 2. Challenges with Employability Events

### → Where funding be found?

- **Schools** – talk to School President
- **Education Discretionary Fund** – talk to School President or visit <http://yourunion.net/pathway>
- **Enhancement Theme Fund for ‘Student Transitions’** – more information on <http://www.st-andrews.ac.uk/staff/teaching/funding/availablefunding/>
- **Speakers themselves**

### → How can you improve attendance through publicity?

- Email student within your School (School President)
- Social media
- Co-hosting with another School of Society
- Careers Centre: Promoting through their website/social media
  - One to one appointment can let students know
- Making events not just School specific – broaden out your audience
- Be persistent when promoting your events – don’t just post once on Facebook
  - Get out early, prepare well in advance of event

→ Feedback to School President as to how your event went to share good practise among Schools

### **3. Careers Centre Appointments**

Careers Centre reasoning for not having Wednesday drop-in appointments:

- Staffing issue: two advisors on in afternoons
- Wednesday afternoons used for workshops

Who can book appointments?

- Semester 1: 3<sup>rd</sup> and 4<sup>th</sup> year can book appointments
- Semester 2: 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years can book appointments

Reps have not had any problems with appointments

Careers Centre: Currently no possibility of online booking appointments

- Problematic implications of online system due to the need of a dialogue
- Would not be efficient to meet demands students have
- Difficult because of students wanting particular members of staff

Semester 2: Trying out booking appointments over the phone

### **4. Non-academic careers for postgraduate students**

Paul Brown: Need to look at numbers of PhD students in schools to determine demand. Happy to look at how to arrive at a better solution.

### **5. Saint Connect**

Robert Gelb presented Saint Connect and explained how it can be easily used to connect with alumni who volunteered to become mentors for St Andrews students.

#### **Summary of Key Points:**

- **When planning employability events publicize well in advance in order to increase attendance**
- **Consider co-hosting with other Schools or societies in order to broaden audience**
- **Report back to School Presidents on your event to share good practise**
- **Currently no online bookings of appointments in the Careers Centre but possibility of booking appointments by phone**