



## **Minutes of Employability Rep Forum**

**15th of November 2017, 4:10pm**

**Students' Association Society Room D**

### **Present**

#### **Member**

Zachary Davis  
Paul Brown  
Pam Andrew  
Vida Svahnstrom  
Joel Moore  
Jamie Bell  
Tom Williams  
Harrison Dockerty  
Kat Lawlor  
Jerome Gano  
Amy Studdards  
Katherine Ellis  
Reem Mohamed

#### **Position**

Director of Education  
Director of Careers Centre  
Careers Advisor  
Biology Employability Rep  
Classics Employability Rep  
Computer Science Employability Rep  
English Employability Rep  
Geography & SD Employability Rep  
IR Employability Rep  
Philosophy Employability Rep  
Physics & Astronomy Employability Rep  
Psychology & Neuroscience Employability Rep  
Social Anthropology Employability Rep

### **In attendance**

#### **Name**

Erin Philips  
Catherine Midona  
Alice Foulis  
Andrew Mitchell

#### **Position**

Biology School President  
Earth & Environmental Science Rep  
History School President  
Mathematics & Statistics School President

## **Absent**

<b>Member</b>	<b>Position</b>
Pat Shareefy	Employability Officer
Sarah Park	Art History Employability Rep
Genevieve Liston-Oakden	English Employability Rep
Hannah Burnett	History Employability Rep
Quintin Parsons	IR Employability Rep
Seaf Hartley	Social Anthropology Employability Rep

## **1 Welcome**

Zachary welcomed all members to the first Employability Rep Forum for the academic year 2017/18.

## **2 Apologies**

<b>Member</b>	<b>Position</b>
Abigail Urquhart	Earth & Environmental Science Employability Rep
Laura Bolder	IR Employability Rep
Kamilla Rekvenvi	Mathematics & Statistics Employability Rep

## **3 Update from the Employability Officer**

The Employability Officer was absent from the meeting.

## **4 Updates from the Employability Reps**

### **4.1 Classics**

Classics put on a student lead internship event in collaboration with English, Art History, and Philosophy which was held in the Arts Building. The event was very well attended. Looking to run a similar event next semester alongside a careers fair.

### **4.2 Philosophy**

Collecting information to disseminate to arts students looking to pursue a future in academia.

### **4.3 Biology**

Biology Society has been very active, putting on staff lectures, talking about their careers. Focusing on semester two events which include a science communication event and interview/CV skills workshops.

#### **4.4 Mathematics & Statistics**

Put on three events this semester. A lunchtime session focusing on industry opportunities, a research forum where staff discussed their work, and a undergraduate research conference for students to talk about their summer projects. Looking to get some external speakers for semester two.

#### **4.5 History**

Student internship event took place last night, with seven speakers. Looking to run a similar event in semester two focused on postgraduate opportunities. Planning on inviting alumni back in semester two to talk about their career paths.

#### **4.6 English**

Took part in the joint student internship event with Art History, Classics, and Philosophy. Canon-gate Publishing gave a presentation which was very well attended. Looking into an academic focused event to highlighting the various branches of literature open to further study.

#### **4.7 Social Anthropology**

Careers event occurring today at 5pm in collaboration with the School of IR, with four students speaking about their internships followed by a networking session and an introduction from the Careers Centre. Contacting alumni and School staff members for semester two events.

#### **4.8 Physics & Astronomy**

Held a student internship event with a question and answer session after, which was very well attended. Also held a careers fair which cover a wide range of opportunities in academic and industry.

#### **4.9 IR**

Working together with Social Anthropology on a student internship event today. Planning an event for MLitt students to discuss opportunities after academia. Had a US graduate programmes event with five US schools represented. Paul noted that the Careers Centre can help with getting in touch with admissions officers from other institutions.

#### **4.10 Psychology & Neuroscience**

New research database to help students find projects and apply to internships. Event tomorrow where postgraduate students will present their research to undergraduate students. Starting student and staff lunches to enable students to learn more about staff members research areas.

#### **4.11 Computer Science**

Have had many companies come into the School to talk about career prospects, made possible by the companies reaching out, typically those who have taken on previous St Andrews graduates. The St Andrews Computing Society regularly holds hackathon events which have sponsorship from companies who send representatives.

## 4.12 Geography & SD

Working alongside the Schools Careers Link to review the past five years of events, in addition to looking at what employers will be looking for in the future. The School puts on a careers day for third year students with alumni, employers and internship based events.

## 5 Careers Week

Based on an initiative from the School of Biology the Careers Centre in collaboration with Schools and the Students' Association, are planning a Careers Week in week two of second semester. The event will be a concentrated week of events focused on careers and employability. The week will be divided into three categories:

- Skills
  - Workshop on social media and job searching
  - Training in strength based interviews
  - Video interviews
  - Alternative CVs
- Star Events
  - Not for profit event
  - Charities sector overview
  - Arts careers fair
  - Science communication
- Speakers
  - American recruiters
  - Not for profit
  - Exchange Scotland
  - Start up companies

**Action - Employability Reps:** Members to try and plan events in Careers Week. Members should let the Careers Centre know what additional events are happening so that they can be included in the publicity.

## 6 School Careers Link

Paul reported on the School Careers Link, who is an academic representative within each School. Their role is to liaise between the Careers Centre, School, and the student body. A policy paper will be coming to the University's Learning & Teaching Committee to better outline the role, with the aim to increase engagement in employability issues within Schools. Paul ask for some input from the members. Members said it would be beneficial to make to role more concrete, as students are often unaware of who their Careers Link is or what their role is.

<p><b>Action - Director of Education:</b> Circulate updated list of School Careers Links to Employability Reps and School Presidents.</p>
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Members also mentioned that they feel more emphasis in terms of activities should be placed on careers and employability within Schools. Most of the activity is currently student lead and would like more input from staff. It was noted that it can be difficult to get staff involved, however, staff who hold additional roles, such as Director of Teachings and Dissertation Coordinators, tend to be more likely to take part in careers activities.

## **7 Careers Advisor Support for Schools**

Paul highlighted that the Careers Centre is updating their IT system for interaction elements such as vacancies, events, and appointments. The system will link to student database and students can create a profile to enable better matching of opportunities to their subject area and interests. Alongside this Schools have been asked to highlight the subject specific resources on their webpages.

## **8 AOCB**

No one raised any other competent business.

**The meeting adjured.**

**The next Employability Rep Forum is on the 14th of February at 4:10pm.**