

JOB DESCRIPTION
Graduate Careers and Employment Adviser, Careers
Vacancy Ref: N1970

Job Title: Graduate Careers and Employment Adviser	Present Grade: Grade 6
Department/College: Careers	
Directly responsible to: Careers Quality and Information Manager	
Supervisory responsibility for: Student ambassadors and junior members of Careers.	
<p>Other contacts</p> <p>Internal: Faculty and Academic Departmental staff – academic and administrative; College Managers and other College staff; Staff within Student Based Services; Lancaster University Students’ Union; Current students</p> <p>External: Employers and Recruiters, Professional Bodies, Other HEI Career Services, Prospective Students, Alumni and Graduates, third party suppliers of procured services (e.g venues, design and print agencies, resource suppliers)</p>	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. Promote and support career planning of final year students through one-to-one advice appointments with students from all faculties. 2. Responsible for an allocated caseload of recent graduates to support them in the transition from university to work or further study. 3. Arrange telephone and Skype appointments with graduates to provide bespoke one-to-one coaching and mentoring. 4. Lead on the creation and delivery of presentations and workshops for final year students as part of the University careers and employability programme. 5. Work sensitively with clients using a range of professional careers and employability resources, to support decision making and action planning with information, advice and guidance. 6. Produce careers information for use in booklets, leaflets and web pages. 7. Liaise with graduate recruiters, professional bodies, alumni and other related organisations in order to maintain a knowledge of the graduate labour market, to to source opportunities for students and graduates. 8. Work within the wider Student Based Services team by liaising with colleagues in other student focused services and referring clients to these areas when appropriate; 9. Promote the range of services of Careers to alumni using a variety of communication methods including social media, weekly newsletters and promotional material. 10. To actively use the online Careers enquiry and case management system (TARGETconnect) to log, manage and track student and graduate enquiries 	