



StudentShapers Recruitment: Calling all penultimate/final year undergraduate students

The Careers Service: An independent review

Bursary: £305.00 per week for a period of 6 weeks. Proposed starting date July 1st 2019. Full time hours of 09.30 to 17.30. (A degree of flexibility is possible)

Who should apply: Penultimate / Final year students from any department

Campus/Location: Careers Service / Level 5 Sherfield Building / South Kensington

Project details: To act as an independent reviewer of the Central Careers Service. The StudentShaper opportunity is to help support the work that we do by carrying out a comprehensive student led review of our offer and to make recommendations on areas for development or enhancement. We are looking for you to use your personal experience as well as your networks to give us a genuine students eye view and how we can improve. We are particularly interested in what works, what doesn't and what would be a good to have with a focus on:

- Our one to one services, both centrally and in Departments
- Can we utilise tech better in what we do?
- Do we provide the right kinds of opportunity to interact, meet with and discuss career plans with employers?
- Gaps in provision
- Why do some students not use our service?

It is envisaged that at the end of the project a full report will be written, with recommendations for discussion at a Careers Service Management Meeting. Findings will also be presented more widely to the team in a Careers Service all team meeting.

The role:

You will work closely with the Careers Service team to carry out a comprehensive review. You will be asked to review and critique our existing offer utilising your own experiences and networks to give us the unique opportunity to develop our service through the lens of a student. You will have access to our systems, employers and the broader Career Service team to discuss ideas, options and direction of travel throughout the project. Specifically, you will:

- Identify, review and critique our central offer with regards to individual support to students and alumni.
- Review our employer engagement offer and the events that we hold.

- What improvement(s) would you like to see derived from your review and through an evidenced based approach.
- What technological developments could we explore to maintain our position as a respected student service.
- What ways can we engage more of our student community with a focus on those that currently do not use the service.
- Produce a report and recommendations for consideration.

The Careers Service will also be running another StudentShapers project called '*First Year Undergraduates: What should I do with my summer?*' concurrently with this project. Although each project is distinct, the students working on these two projects will be able to benefit from sharing ideas and could choose to work collaboratively.

Application criteria:

- Penultimate / Final year students from any department
- Be self-motivated and apply initiative
- Be adept and confident in the use of MS office applications
- Be organised and methodical in your approach to the project, whilst also applying flexibility as required.
- Demonstrate excellent communication and interpersonal skills.

Expected skill
development:

Organisational – Teamwork – Communication – Initiative – Report writing – adaptability – Interpersonal

How to apply: Please submit a CV and personal statement of no more than **500** words outlining your suitability for this project, and how your experience fits the application criteria to j.yarrow@imperial.ac.uk please put: **Student Shaper: Careers Service** in the email subject header

PLEASE NOTE: Do NOT send to the StudentShapers Team

Deadline: Monday 20 May 2019 by 9.00am

Informal Interviews: Thursday 30 May or Friday 31 May in the afternoon

Contact details: Jason Yarrow, Director, Careers Service j.yarrow@imperial.ac.uk