



Placements, Employability & Engagement Officer - PIPS 2023 Department of Biology, University of York

As a department, we strive to put employability at the heart of the student experience. We are strongly committed to supporting the employability of our students and as such, have created this role as part of a joined-up approach to promoting support activities to students and give a PhD student a development opportunity.

The student will primarily work with undergraduates, especially second years, and work with the Employability Team, Academic and Professional Support Staff and course Student Reps to evaluate our current communication strategy with students, identifying areas of strengths and weaknesses. There will also be the opportunity to work with the Student Engagement team to support the student journey, including event management. Finally, they will conduct a survey of the student body, to feed into our current employability strategy.

Main responsibilities of the role:

- Engaging with students 1-1 to assist with applications and interviews
- Updating and maintaining VLE pages
- Creating resources and materials for employability success
- Surveying student activity and satisfaction
- Helping to create an improved employability engagement plan for the department and co-presenting this to senior departmental leadership with placements coordinator
- Assisting with developing student engagement within the Department around employability
- Engaging with the department on social media and newsletter comms to create a buzz, increase student interaction and encourage student participation with our employability offer.
- Support with Careers and Employability blog content
- Support for the Engagement team for projects involving current students, recruitment and alumni

We are looking for:

- The ability to work as part of a small team and on own initiative
- Attention to detail
- Good communication skills
- Willingness to engage with qualitative and quantitative research
- Able to talk students and staff and able to build networks
- A biosciences degree

What skills will you develop?

- Communication skills
- Career reflection and planning skills
- Training opportunities
- Presentation skills
- Collaborative teamwork

It is hoped that the successful candidate will start in late August or early September 2023.

How to apply

Send a CV and an email about why you want the position to Phil Lang at bioaway@york.ac.uk

Deadline for applications is **midnight Tue 27th June 2023**.