

Careers Service

For **Accessibility** information visit:
http://www.dundee.ac.uk/careers/aboutus/statement_of_service.htm

We welcome feedback from staff.
In the first instance, please contact your
Link Careers Adviser or any member
of the Careers Service team with
your ideas, suggestions and comments.

The University of Dundee
is a registered charity.
Register number SCO15096

www.dundee.ac.uk/careers

Designed By Michael Corr

Contact Us

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www.dundee.ac.uk/careers

Opening Times

Monday to Friday:
9am - 5pm

Thursday:
10am - 5pm



A GUIDE FOR UNIVERSITY STAFF



www.dundee.ac.uk/careers

Help the Careers Service and Your Students

- Nominate a **Careers Liaison Academic Rep (CLAR)** in your school
- Advise us on **gaining access** to your students
- Promote** the Careers Service and careers events via lectures, Websites, VLE etc
- Provide us with a min. **2 weeks notice** for input into your curriculum
- Assist with graduate destinations for **HESA**
- Provide us with **feedback** on our services

Services for Schools

- A **Link Careers Adviser** for every school
- Careers & employability skills** delivered within the curriculum
- Graduate destination** and **labour market information**
- Facilitating **links** with employers and professional bodies
- Notification of **relevant careers events**
- Notification of **relevant vacancies and opportunities for students**
- Representation on **Programme Reviews and Approvals**
- MyPDP induction and advice**

Careers Service Staff

- Director:** Graham Nicholson
- Administration:** Debbie McLean, Margaret Mather
- Careers Advisers:** Graham Nicholson, Gus Campbell, Kirsty Miller, Ruth O'Riordan, Sophie Calvin, Stephanie MacLean, Nicola Sutherland, Kari Couser
- Module Tutors:** Graham Nicholson, Ruth O'Riordan, Sophie Calvin
- Information & Vacancies:** Alison MacKay
- Placement Basement/Employer Liaison:** Karen Sleith
- ProjectISIS:** Richard Pool

Services for Staff

- Confidential access to Careers Advisers for **personal career development**
- Priority is given to **current students** during busy periods
- Access to Careers Information resources**

Services for Students

- Career Advice and Guidance**
- Careers Education;** credit - bearing modules, seminar and workshops, school - based and employer seminars
- Careers Information and Fairs**
- Jobshop, Placement Basement and ProjectISIS** for graduate, part - time and work experience vacancies

