JOB DESCRIPTION

**JOB TITLE:** Careers/Mentoring, PT Fixed - term appointment

**DEPARTMENT:** Masters Office

**REPORTS TO:** The Master

The below job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

**MAIN PURPOSE OF THE JOB:**

We are seeking a proactive, capable individual who has the ability to help and support the Master in putting together a mentoring programme for Jesus College. A key goal, to be agreed via our governance procedure, is to embed careers into the College such that we develop a sustainable, smart, inventive and well-resourced approach that keeps pace with other Colleges.

We are looking for an individual that can support our Master on a part-time basis and research what the College needs to be able to deliver this vital function. Engaging with recent graduates, alumni and key stakeholders such as the Development and Alumni Relations office, will be pivotal to this role.

**MAIN AREAS OF RESPONSIBILITY:**

- To research what other Colleges do to supplement the services provided by the University of Cambridge, and what happens at other Russell Group universities including Oxford. For example, the University of Cambridge offers staff events and alumni events; how are these embedded in Jesus College and what does the College provide / how do these relate to students and their future prospects?
- To research how our students use the University Careers service. What is on offer and how and when is this used by our student body?
- To speak to alumni, including recent graduates, to research what they would have valued while at College and what they might be able to offer in the future.
- To investigate what software systems might be appropriate to adapt or implement.
- Consider what other organisations are using and doing, and how new systems might dovetail with existing IT infrastructure and resource, considering ongoing costs, support needs, and GDPR.
- To establish links with Directors of Studies / Supervisors and Welfare support, to understand how these vital roles support students with careers planning.
- To develop links with the Intellectual Forum, for example by planning greater exposure of careers service events, business breakfasts and speakers.

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Date
• To draw up a detailed proposal for using LinkedIn or similar channels as a key tool for mentoring and internships, included suggested content.
• To enhance relationships with key providers around College; for example how do the Tutorial and Communications departments deliver timely and key messages to the student body.
• To write a detailed report on the above:
  - reporting findings
  - commenting on various options
  - making recommendations, noting the resource implications for this mentoring role and existing College departments
  - proposing a programme of activity including sample content for the first year and a list of potential people to contribute to the programme