

THE CAREERS SERVICE

As an academic, you may use the Careers Service to enhance:

- Student engagement
- Graduate outcomes

The Careers Service aims to provide a comprehensive careers and employment service to the students and graduates of the University of Newcastle. The Service's staff has expertise in career development theory and practice; knowledge of contemporary recruitment practices; excellent links with industry; and experience in designing and implementing career development learning initiatives.

While the Service provides important careers support to individuals, the most effective and equitable ways to support our students and graduates now include:

- collaborative work within academic programs
- delivery of general and discipline based careers events
- online information and service delivery.

CONTACT CAREERS

To discuss what the Careers Service can do for you:

T: +61 2 4921 5588 (Callaghan campus)
T: +61 2 4348 4060 (Central Coast campus)
E: studentemployment@newcastle.edu.au
W: careerhub.newcastle.edu.au
www.newcastle.edu.au/service/careers

To advertise a vacancy:

E: studentemployment@newcastle.edu.au

Student Referrals for:

- Individual career counselling
- Job search advice
- Job application reviews
- Job interview practice
- Employer information and graduate recruitment guides
- Career information

To view the contents of CareerHub:

Log on to careerhub.newcastle.edu.au

INFORMATION
FOR ACADEMICS

CAREERS SERVICE

CAREERS IN PROGRAMS

Aimed at developing graduates who can manage their own careers, the Careers Service works collaboratively with academics at the program and course level to design and deliver tailored career/employment lectures, tutorials and workshops for specific disciplines.

Providing clear links between student learning experiences and graduate outcomes, the career development learning topics include:

- Career planning and career portfolio development
- Job search strategies
- Current recruitment practices – job applications and interviews
- Insights from industry guest speakers

As well as presenting career development material, the Careers Service staff can give advice on:

- Embedding career development learning across programs
- Career development related assessment items
- Practical aspects of Work Integrated Learning initiatives

CAREERS EVENTS

One of the most powerful ways for students to connect their studies to the world of work is through direct contact with practising professionals and graduate employers.

Annual Expos and Information Evenings run by the Careers Service include:

- Accounting and Finance Evening
- Education Expo
- Graduate and Employer Expo
- Nursing and Allied Health Expo
- Vacation and Work Experience Expo

The Careers Service is able to assist academics with smaller discipline based events. Past initiatives have included: Biomedical Careers Information Session, Careers in Biology Night, and Environmental Careers Evening.

Important Recruitment Times of the Year

Graduate Positions Open	January
Graduate Positions Close	February – April
Vacation Experience Open	May
Vacation Experience Close	June – August
DET Interviews	All year
PDY & Health Positions Open	From June

EMPLOY A STUDENT

Students can bring a wealth of knowledge, experience and skills, which they have gained through their university studies and other employment. Many students already have a good understanding of University policies and procedures and could be an asset to your team.

Contact the Careers Service to advertise roles that are suitable for students or graduates.

Short term or part time jobs in a school or research group might include data entry, research assistance, project officer, note taker, general clerical or IT work.

CAREERS ONLINE

The Careers Service has a presence on the University's web and BlackBoard system but mainly uses the CareerHub site for the online delivery of services to students, graduates and employers. The CareerHub site also has the capacity to support discrete groups or activities outside the Careers Service.

The CareerHub system may be used to:

- Create student e-portfolios
- Manage placements or WIL activities
- Manage mentoring programs

The Careers Service would be pleased to arrange a demonstration of the system upon request.