



Career Development and Alumni Engagement Officer

Description of Employment: The Career Development and Alumni Engagement Officer will lead initiatives that connect students and alumni with professional development opportunities, foster strategic partnerships with employers and enhance graduate employability through programmes delivery and stakeholder engagement.

Employer: UCD Foundation

Location: UCD Belfield Campus, Dublin 4

Salary: €38,000 - €43,000 per annum

Hours: 37.5 hrs per week. Full-time, hybrid working (3 days on-site, 2 days remote)

Role Summary

About UCD Foundation: UCD Foundation works to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. The Foundation is engaged in fundraising activity for transformational, multi-year development programmes.

Purpose of the role: The Career Development and Alumni Engagement Officer will lead initiatives that connect UCD students and alumni to professional development opportunities, harness the expertise and generosity of our alumni community and build partnerships with employers to enhance employability outcomes. The role blends programme delivery, stakeholder engagement and strategic partnerships to ensure our graduates have the skills, networks and opportunities to succeed. This position reports to the Alumni Relations Senior Manager and works closely with colleagues in Careers, Corporate Engagement and across the University.

We are seeking a proactive, relationship-focused professional who is passionate about creating career pathways, fostering meaningful alumni involvement and building strategic corporate partnerships.

Key Responsibilities:

1. Student and Alumni Career Development Programmes

- Develop and expand career-focused alumni programmes such as mentoring, industry panels, internships and professional networking events.
- Identify and launch new initiatives that enhance employability, in collaboration with the UCD Careers Network and academic partners.
- Track, measure and report on the impact of alumni volunteer activities on student career outcomes.
- Integrate employability-focused programming into flagship events.



2. Alumni and Corporate Engagement

- Build and nurture relationships with corporate partners to secure sponsorships, internships and volunteer opportunities for students and alumni.
- Work with internal stakeholders to design a suite of corporate engagement opportunities, including job listings, business directory and sponsorship packages.
- Expand the value proposition for corporate partners and alumni entrepreneurs via the UCD Alumni Network.
- Collaborate with the Development team to embed volunteering and sponsorship opportunities in corporate donor agreements.

3. Strategic Communications and Impact

- Act as a champion for employability and alumni engagement across UCD.
- Work with communications colleagues to promote career development initiatives through email campaigns, social media and the UCD Alumni Network platform.
- Showcase alumni contributions to employability in publications, events and digital platforms, strengthening UCD's position in employability rankings.

4. Data and Reporting

- Maintain accurate programme and participant records within the CRM.
- Produce reports on alumni career engagement, employer participation and programme outcomes for leadership, boards and stakeholders.

5. Collaboration and Leadership

- Serve as the primary point of contact for career development initiatives involving alumni.
- Work closely with Careers Network, academic departments, UCD Global and external suppliers to deliver impactful events and programmes.
- Support the professional growth of colleagues through knowledge sharing and collaboration.

Person Specifications and Qualifications:

Education Standards:

- Bachelor's or Master's degree in a relevant field (e.g., careers guidance, education, marketing, business, nonprofit management).
- Additional certifications in alumni relations, employability, or career coaching are an advantage.

Requirements:

- Demonstrated experience in career services, alumni relations, corporate partnerships, or a related field.
 - Proven ability to design, deliver and evaluate professional development programmes.
 - Experience managing multiple stakeholders, including alumni, students and corporate partners.
 - Strong project management skills with the ability to work independently and meet deadlines.
- Excellent written, verbal and interpersonal communication skills.

**Desirable Skills:**

- Familiarity with CRM systems (e.g., Raiser's Edge) and data management best practices.
- Experience in securing sponsorship or managing employer partnerships.

Personal characteristics/competencies:

- Highly motivated and goal-oriented, with a passion for employability and lifelong learning.
- Strong relationship-building skills with the ability to connect diverse audiences.
- Flexible, adaptable and solution-focused.
- Professional, collaborative and diplomatic in approach.

What You Can Expect from Us:

We offer a collaborative, mission-driven environment where your ideas and contributions will directly shape the career journeys of UCD students and alumni. You will have opportunities to innovate, grow professionally and engage with a global network of alumni and employers.

UCD Foundation employees are located on the UCD Belfield campus. We take a hybrid approach to being on site with three days a week on site and up to two days a week working from home (there may be a requirement to be on site for additional days during probation period).

Salary and Benefits:

- Attractive basic salary (€38,00 - €43,00).
- 21 days annual leave plus additional days (i.e. Good Friday, Christmas period).
- Opportunities for 'time in lieu' for specific volunteering days.
- Paid sick leave entitlement.
- Pension – defined contribution – 10% employer contribution, on completion of a successful 6-month probationary period.
- Employee assistance programme.
- Cycle-to-work scheme.
- Hybrid Working.
- Up to two weeks remote working annually.
- Opportunity to take unpaid leave over the summer (max two weeks).
- Reduced employee rates for UCD Sports & Fitness.
- International partnerships and knowledge networks (e.g. CASE membership, Charities Institute)



Additional details/ Application process:

The contract for Alumni Careers and Engagement Officer is initially for three years subject to a satisfactory probationary period. The successful candidate will be subject to a probationary period of six months.

All applicants must have the right to work in Ireland.

To apply, please submit your CV and a cover letter outlining your relevant experience and why you are a suitable candidate for this position to Caroline Doran, Human Resources Manager, via email, caroline.doran@ucdfoundation.ie with the subject line '**Application: Career Development and Alumni Engagement Officer**'

The closing date for applications for this role is 5pm on 18th September 2025.

UCD Foundation is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

Further information on the work we do can be found on the following websites:

www.ucdfoundation.ie

www.ucd.ie