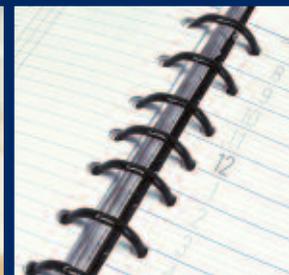


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sector career guides

Arts, Humanities & Social Sciences

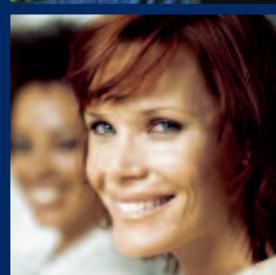
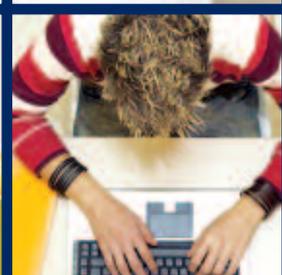


Choosing a career

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Arts, Humanities & Social Sciences

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Your job prospects

Your degree gives you skills that many employers want.

Arts and humanities degrees cultivate the intellect, broaden perspective and foster deep learning. A highly educated flexible workforce capable of responding to different job market needs and activities is particularly important in the present fluid market. This means that as an arts and humanities graduate you will have an array of job options to choose from.

At this stage, though, you are likely to have a lot of questions about what these options are, which of

them will prove most personally satisfying, and how you can make an effective choice. This booklet aims to introduce you to some major job options after graduation, and help you through the processes involved in career planning and development.

You can apply your degree professionally in varying ways. For example you can pursue a career where it can be:

- **needed for entry**, for example subjects such as archaeology, economics, history of art,



psychology, social policy and sociology. Usually you need to be well qualified academically. Teaching is one of the careers that give you the chance to use your subject directly.

- **advantageous**, for example, a geography degree leading to a job as a regional and urban planner or an environmentalist; a politics degree leading to journalism.
- **a broadly based foundation**. Many jobs – for example, the Civil Service, accountancy and finance, management consultancy or retailing – are open to graduates of all degree disciplines. Here the employer is concerned more with your intellectual development and skills gained than in your degree subject. Further study and conversion courses can help you get into many other sectors.

Along with your academic study, employers are also interested in your extra-curricular involvement – especially the skills that you demonstrate through this – so you should enrich and extend your formal learning by actively participating in college life and outside events. Securing an internship or summer placement, particularly if related to your job interest, is valuable.

Job opportunities

Overall the employment outlook is positive. Areas where arts and humanities graduates can attain high-level posts span both the public and private sectors. Examples of high-achieving arts and humanities graduates include a University President, Director General of the Law Society of Ireland, and Ireland’s Ambassador to France! Major areas you might consider are:

- The **Civil Service, academia, education and teaching**, and **social service and welfare** are major employment sectors that attract significant numbers of arts and humanities graduates annually.

- **Print, broadcasting, film and interactive media** continue to be popular job choices for arts and humanities graduates along with **heritage, arts and cultural sectors**. Competition for posts in these sectors tends to be keen, often calling for prior work experience.
- The **leisure and tourism** industry is expanding greatly, offering a variety of general and specialist jobs.
- Many arts and humanities graduates enter the world of **finance, business, IT and multimedia**, enticed in some instances by current staff shortage and availability of jobs.
- Professions such as **law, librarianship**, and **regional and urban planning** are also popular options.
- In the current buoyant entrepreneurial climate more graduates of all disciplines are setting up **their own business**. This is more commonly undertaken after gaining work experience and specialist skills and expertise as an employee than as a recent graduate starting out.

Employment trends

The most recent data available for arts and humanities graduates indicates that 44 per cent of respondents entered employment and 48 per cent entered further study or training (with many likely to do so later, particularly in the early years after graduation). A further 1 per cent of graduates were seeking employment and 8 per cent were unavailable for employment or further study, often because travelling abroad.

Among those who have gone straight into work, some graduates will be in jobs that offer well-defined training programmes and career progression. Other jobs may be temporary or undertaken to develop a portfolio of skills as a ‘stepping stone’ towards longer term career aims.

Choosing a career

Choosing a career is as much about knowing yourself as it is about knowing which jobs are out there.

Follow the steps below to help work out which potential careers would suit you best.

Step one: setting your personal objectives

Affirm to yourself:

- I want to make the right choices for my future
- I want to find the best job for me.

Step two: identify the skills you possess

What skills do you have? The following is a selection of skills that are needed in many jobs. Consider each one and how it relates to you. Add others of your own. Consider where your strengths lie. At the least, the list should help stimulate your thinking.

Interpersonal 'people' skills

- Teamwork
- Communication and relating well to others
- Leadership.

Specific 'degree' skills (acquired through course work)

- Research, analysis and evaluation
- Clarity in speech and writing
- IT skills
- Languages
- Numeracy.

Self-management 'personal' skills

- Initiative/self-motivation
- Self-confidence

- Adaptability and creativity
- Ability to work well under pressure
- Time management and organisational skills
- Willingness to learn.

Step three: research the kind of job you want to do

Key considerations include the type of:

- activities you would like to be involved in
- organisation you would like to join
- role you would like to have
- environment or culture you would like to become a part of
- values that would motivate you and give meaning to your work.

You may find that you are not yet able to decide on all of these. Step four should help you get started.



Step four: do further research

To help you get started, you should find out about the kinds of jobs that relate to your degree and those that are available to graduates overall:

- Obtain information on the relevant employers
- Find out what their entry requirements are
- Find out about the key skills and experience that are needed.

You can obtain all this information quite easily – you simply need the commitment to make the time to do so.

Much information is available in your Careers Service through consultation with a careers adviser, on recommended websites, and in print form. Make sure that you attend employer presentations, careers events and relevant careers talks.

Try to develop a network of people who can advise and assist you. Academics, recent graduates and former employers can all be good resources. Professional associations can be a great source of contacts.

Your strategy might include gaining work experience (paid or voluntary), undertaking academic projects aligned with a job sector, and involvement in college clubs and societies.

Step five: investigate further study

Check out postgraduate courses well in advance of graduating. Attend postgraduate exhibitions and talk to relevant academics and/or postgraduate students.

Some final advice

Try to remain flexible in searching out a satisfying job and to keep alive your career evaluation.

Learning is a continuous process. As you gain work experience, be prepared to re-assess and expand your ideas. With the current flexibility in the work place, you will find there are multiple jobs where you can apply your talents.

AN ENTRY INTO BUSINESS

Name Judith Ní Mhuircheartaigh

Job Management Consultant

Employer Accenture

Degree Psychology (2002)



Consulting provides graduates from any discipline an entry into the business world, and one of the attractions is the variety of work offered across a broad range of industry groups.

To get my job I submitted my application online and had four interviews before being offered a place on the graduate programme. As a psychology graduate, I was aligned to the 'Human Performance' workgroup, who specialise in creating and implementing strategies to solve clients' HR, workforce and culture change issues.

Since joining, I have worked in various roles on large-scale transformation programmes within the insurance and banking industries, including change management/communications, organisation design, business analysis and process design, and financial/regulatory risk management. Each role presents a fresh challenge and an initially steep learning curve, but all are fast paced, demanding and ultimately rewarding.

Consulting also offers a structured career path, with standard promotion points in clear timeframes, albeit growing increasingly competitive the further up the ladder you progress. More important, however, are the people you meet along the way: our large graduate intake has become a strong social network and support mechanism, many of whom are now among my closest friends.

Although my degree has not always been directly relevant, my arts background has provided a solid foundation for my career. Psychology fosters the ability to write well and encourages an analytical approach to problem-solving, both of which have proved invaluable ever since.

What next after graduation?

You have more than one option, so take time to think this through.

Your options include:

Finding a job

Consider what type of job you would like, in what kind of organisation – large or small, public or private – whether you have a location preference, and what you have to do to gain entry (see page 14).

Year out

Your year out ideally should be part of a longer term career plan. Whether undertaking voluntary work at home or travelling abroad, you should consider how the experience may develop you personally and as a potential jobseeker.

Postgraduate study

You may wish to consider a further course of study, either as a new graduate or later on following some years' work experience. A higher degree is essential to working as an academic and is advantageous for many jobs, for example in clinical psychology.

Research degrees can be pursued through a doctoral degree (PhD) starting immediately following your first degree – or more customarily after a Masters degree – and taking three or more years to complete. Research degrees involve preparing a thesis on an academic subject characterised as making 'an original contribution to knowledge', and working independently under an academic supervisor.

A Masters degree taking up to two years to complete may be research based or taught.

The latter follows a similar 'taught' programme to undergraduate degrees but also incorporates a thesis. Taught Masters are sometimes vocational, providing full or partial training for a particular job, for example a Masters in Social Policy (Social Work).

Alternatively, you may consider pursuing a conversion course that provides education and training in any area that is unrelated, or only indirectly connected, to your degree studies. Possible areas of study include teaching, law, library and information studies, journalism, advertising, business and finance, IT and multimedia. These courses often incorporate an 'applied' work-place related element. Many such courses are on offer, at Masters, diploma or certification level.

You may opt also to continue your training or obtain professional qualifications while holding a job, whether part time or through distance learning.

You can find more information about postgraduate study in the *postgradireland* directory, published annually. The related website postgradireland.com includes an all-Ireland course search. You can also find details of particular courses on higher education institutions' own websites.

Weigh up the pros and cons of each option and accept the best choice. All may work out well and move forward your career development plan. If you make your choice from the best informed basis, then it is 'the right choice'.

TOP TIP

Practice completing job application forms. This is a great way of helping you reflect on your skills, characteristics and experience, and you will be perfecting an essential skill. Sample application forms are available online or from your Careers Service.

DEVELOPING PR EXPERIENCE

Name Jill Forde

Job Senior Press Officer

Employer The Central Bank and Financial Services Authority of Ireland

Degree History and Politics (1998)



Following my graduation from UCD, I studied for a Diploma in Public Relations accredited by the Public Relations Institute of Ireland. I began my career as Public Relations Officer for a new telecommunications company, Spirit Telecom, where I developed my PR expertise, eventually managing all consumer and corporate media relations for the firm.

I then moved into consultancy, joining an agency, Elevate Public Relations, where I worked as Account Director – managing a number of client accounts and new business development. From consultancy I moved back to in-house public relations. I am currently Senior Press Officer for the Central Bank and Financial Services Authority of Ireland, developing and managing media relations programmes for both the Financial Regulator and Central Bank.

Although my studies in history and politics have no direct connection with my career choice, I developed a number of skills at university including writing, research, communications, planning skills and an interest in current affairs – all of which are essential to my work today.



GO ONLINE

Find jobs and employers at gradireland.com



Major employment areas

Find out about the most popular areas for arts, humanities and social sciences graduates.

Advertising and public relations

Advertising aims to influence the public towards a product or brand. Work in this dynamic and creative environment is strongly team based. Posts arise mainly in independent agencies. Jobs include **account management** (liaising with clients and with the agency's creative team); **creative** (design work/writing captions and scripts for advertisements); and **media planning** (monitoring media costs and buying space).

Public relations is concerned with promoting an overall favourable image of an organisation, often to multiple audiences such as the general public, shareholders and employees. Writing press releases is an important aspect of the work, as is organising promotional events. Posts arise in independent agencies, and many organisations also employ in-house **PR/information officers**.

Competition for jobs is keen and related postgraduate courses are the customary entry route.

Arts and cultural

Museums and art galleries

This sector has grown considerably in recent years. National museum and gallery collections have expanded and the number of museums, galleries and arts centres around the country has multiplied. More public funding has been provided towards researching, excavating and preserving our archaeological and historic sites, and communicating a knowledge and understanding of these to others. A network of heritage/interpretative centres and

theme parks has been developed nationwide.

Posts arise for **archaeologists, curators, education officers** and **guides**, as well as **managerial** and **marketing** staff.

Subjects such as archaeology, Celtic studies, history or history of art are an essential or useful background for many areas. Good academic attainment in these areas, up to and beyond Masters degree level, is often specified.

A postgraduate qualification such as arts management or heritage management can help. Commercial acumen is becoming increasingly important.

Although opportunities have increased, there is a pool of well qualified young graduates available to fill jobs. Persistence, dedication, and a real commitment and belief in your ability for the work are needed in searching out appropriate opportunities. Relevant part-time or temporary work can help your employment prospects.

Performing arts

The performing arts have been especially revitalised over recent years, offering opportunities for talented **performers** as well for a diverse range of specialist and managerial roles such as **theatre manager, assistant stage manager, casting, production, box office, PR** and **marketing**.

Useful degree subjects include English and music; training in drama, theatre studies or arts management can help you get in. Involvement in

amateur groups or other relevant work experience is an advantage.

Consultancy, computing and IT

Management consultants advise organisations on ways to improve their performance. Some consultants concentrate on business administration and management or on the company structure; others offer expertise with a strong computing and information technology base. Many companies recruit graduates of all disciplines for their jobs. Entry is competitive and postgraduate business or computing/IT qualifications are advantageous.

Computing and IT jobs are plentiful, occurring within organisations that use computers to process large quantities of data (eg financial, educational, health, airlines). Some companies recruit and train graduates of broadly based degree backgrounds; many others recruit those with specialised training, whether conversion courses or undergraduate degrees.

Multimedia work involves the design and production of presentations on DVDs and on the internet and the processing of graphics, sound, video, photography and animation. Graduates who are creative, and have a good visual sense and appropriate IT skills, have a wide job choice in this fast growing employment area.

Other specialised jobs include **technical writing** (writing instruction manuals for clients using a new computer system) and **teaching and instruction** (which could suit graduates with teaching experience).

An extensive range of postgraduate conversion courses in computing and IT is on offer.

See gradireland *Computing & IT*, available from your Careers Service, for more information.

Education

Teaching provides scope for using your degree subject on a direct basis, and for work dealing with young

people at a formative stage in their lives. Experience and further training can lead to careers such as **guidance services, remedial and special needs teaching, adult education, and educational administration.**

At secondary level, training is through a one-year postgraduate teacher qualification.

At primary level, training can be undertaken through a three-year relevant degree course, or through specialised postgraduate training, which graduates of all disciplines are usually eligible to apply for. Online training courses have been introduced recently.

While opportunities in third level have expanded considerably, entry remains competitive and a good honours degree and postgraduate qualification are generally a minimum. Published work is paramount and participation at relevant conferences is important.

Each year **Teaching English as a Foreign Language** (usually for those with TEFL training) draws increasing numbers of graduates from Ireland to countries as far afield as Spain and Japan.

For more information on these careers, see the gradireland booklet *Graduate careers in Teaching and Education*, available to download from gradireland.com/publications.

Financial and legal

Careers in financial services continue to be prominent in Ireland, due notably to the growth in Dublin's International Financial Services Centre (IFSC), recognised as a leading location for a range of financial services. Regional opportunities have been expanding recently. There is a particular demand for **accountants, tax experts, financial analysts and fund administrators.**

Many accountancy and financial institutions have a graduate recruitment programme, advertising their vacancies annually in September/October through Careers Services for posts arising in

the following autumn. They usually consider graduates of all disciplines, though a postgraduate qualification in business studies can help. Skills sought include numeracy, analytical, communication and interpersonal and, for front-line posts, the ability to drive forward and expand business.

See gradireland *Finance*, available from your Careers Service, for more information.

The **legal profession** welcomes entrants from non-law as well as law graduates. The profession is divided into the two distinct areas of solicitors and barristers. **Solicitors** deal with clients directly and may consult a barrister for specialist advice on complex legal issues relating to a client's case. **Barristers** are also primarily responsible for presenting cases in court.

Training is both academic and professional and separately carried out by the relevant professional bodies. You can find details on their websites (see page 16). In the case of solicitors, training incorporates a period of around 18 months in a solicitors' office.

Areas of practice in both spheres are diverse, and career prospects have expanded in recent years.

See gradireland *Law*, available from your Careers Service, for more information.

Language-related jobs

Languages are increasingly important to meet the opportunities and challenges offered at home and abroad by the global business market, and work opportunities in **translating** and **interpreting** are growing. The influx of Eastern Europeans and people from non-EU countries into Ireland has created the need for linguists fluent in their languages, with work here more prevalent in the public than in the private sector. To work within EU institutions, two EU languages are usually required in addition to your mother tongue.

Most translators and interpreters translate into their mother tongue. While language fluency is essential for translation work, mastery of a language is needed for interpreting because of the more immediate nature of the work. Many interpreters are bilingual from an early age.

Specialist language jobs arise in technical areas such as **localisation** of software packages (adapting these to different countries), while some website designers need linguists to help them reach their global audience.

Aside from translating and interpreting, areas where language ability is essential or useful include **teaching**, **Diplomat Service**, **tourism and travel**, **library and information work**, **banking and finance**, and **international marketing** (see the section on marketing and sales below).

For more information on these careers, see the gradireland booklet *Graduate Careers in Languages*, available to download from gradireland.com/publications.

Leisure, tourism and travel

The tourist industry is among the largest indigenous industries in Ireland. The main graduate opportunities arise in hotel groups, in organisations such as Tourism Ireland (which markets the island of Ireland internationally), and in regional tourist authorities. Much of the work has a strong marketing focus with good interpersonal skills essential to succeeding in this people-centred industry.

In the case of **tour operators and travel agencies**, entry is usually at clerical level and involves reservations and documentation. Ambitious people can obtain promotion or may decide to set up their own company.

Related postgraduate training or seasonal work experience can help you get permanent employment. Language knowledge is desirable.

For more information on these careers, see gradireland *Hospitality & Tourism*, available to download from gradireland.com/publications.

Marketing and sales

Marketing is considered by many as key to running a long-term financially successful business. Each year sees opportunities expanding.

The Irish Business and Employers' Confederation (IBEC) offers an Export Orientation Programme which provides marketing experience in Ireland and abroad for suitable graduates of all disciplines interested in business (www.ibec.cie/eop). Language ability is advantageous. Invest NI runs a similar programme in Northern Ireland (www.e2programme.com). Entry can be enhanced through undertaking a postgraduate marketing or business course.

Work in **sales** is plentiful with a vast range of products and services on offer. It can entail dealing with customers direct, through the internet and by telephone. Many store groups operating in the customer-led retail trade recruit graduates for management jobs. Most of these give early responsibility and, as with sales, the experience gained can lead to senior posts.

In Ireland, the worlds of marketing, sales, market research, advertising, public relations and some brands of journalism are closely interlinked and practitioners can move between them to develop their careers.

Personnel

Personnel managers (now often referred to as Human Resource Managers) advise on and implement policies related to the effective use of human resources in organisations. Activities can include recruitment and selection, training, industrial relations, salary administration and employee records.

As well as in large organisations, openings occur in private consultancy work and in related spheres such as trade unions or employers' confederations. There are good opportunities for recent graduates in the labour-intensive retail industry. Gaining entry in other organisations can be enhanced through undertaking administrative/specialised work with the organisation, pursuing relevant training, and seeking a move to personnel as vacancies arise.

Print, broadcasting, film and interactive media

The growth of national, regional and local networks has led to an increased number of TV and radio based jobs. The development of the film and video industries has created additional opportunities, while the expansion of magazines, publishing houses, local and national newspapers and specialist sections within national newspapers has added to the existing opportunities in print media. Within these areas, arts and humanities graduates could be recruited for a variety of posts including **journalists, sub-editors, specialist writers, researchers and broadcasters**, along with **producers** of radio and of television programmes, films and videos.

Entry remains, however, highly competitive. Many entrants have prior work experience – freelance or temporary – and it is worth targeting smaller organisations in media and film production to seek this out. Specialist skills, interests and talent are essential, and relevant media training at undergraduate or graduate conversion level is advantageous. For more information on these careers, see gradireland *Journalism & Media*, available to download from gradireland.com/publications.

Publishing is a business enterprise where success depends on the ability to find the mix between the literary content of a publication and the requirements of the marketplace. Graduate opportunities occur mainly in **editorial** and **marketing/promotions** departments. An English

SPEECHES, BRIEFINGS AND MEETINGS

Name Ian Kelleher

Job Civil Servant

Employer Department of Justice, Equality and Law Reform

Degree History and English (2001)

I became aware of the Civil Service as a career opportunity through the student career advice centre during my final year. I sat the Administrative Officer aptitude tests and fortunately I was called back for interview a couple of months later. In July 2001 I embarked on an interesting and varied career in the Civil Service in the Department of Tourism, Sport and Recreation.

During my time in the Civil Service I have been fortunate to work in three separate departments dealing with very different but equally interesting areas of public policy. I have worked in the Department of Finance on the budget and economic side, the Irish Presidency of the EU in 2004, and my current posting in the Department of Justice, Equality and Law Reform relates to gender equality.

My main responsibilities on a day-to-day basis includes drafting speeches, preparing briefing material for meetings, drafting answers to parliamentary questions, and attending meetings on behalf of the Department (on occasion in Brussels for EU meetings).

I also deal with general requests from members of the public, interest groups and other members of the Oireachtas.

My arts degree has allowed me to express myself clearly and to be relatively at ease when it comes to writing speeches and briefings. The history element of my degree in particular has taught me the fundamentals of quality research mechanisms, which I have been able to apply with great success in my career to date.

degree can be helpful, although graduates in a variety of subjects are considered. Prior work experience in a bookshop or library can help, as can editorial or other relevant training.

Additional areas include **library and information work** where good opportunities occur in national public, academic, specialist and private libraries. **Archive work** offers a small but growing number of posts, principally in the National Archives, the National Library, some Local Authority libraries, and academic and specialist libraries. Relevant postgraduate training is required for entry into each of these professions.

Public service

The **Civil Service** is among the largest employers in the country. Every year it recruits several hundred graduates of all disciplines for posts as **Administrative Officer (AO)**, **Junior Diplomat** and **Executive Officer (EO)**. These are only open to honours graduates, except EO which is open to both honours and general degree holders.

Competition is keen, particularly at AO and Junior Diplomat level, where there are fewer vacancies. Recruitment is usually through aptitude tests and interviews. Promotion is on merit rather than on seniority, and you will be given support in acquiring qualifications in subjects such as public administration, law and IT. The Northern Ireland Civil Service offers a diverse range of job opportunities in a variety of departments and agencies. Graduate entry is at Staff Officer level.

There is also a wide range of opportunities in local authorities, health boards and educational institutions.

European Civil Service

The European Personnel Selection Office (EPSO) organises competitions for roles such as **administrators, economists, conference**

interpreters, translators and lawyers with EU institutions. Competition for all these jobs is intense. These posts demand a real understanding of modern Europe and its policies as well as a good command of a second or third European language. Competitions are advertised in national newspapers and in EU official publications.

Social services

Social workers are concerned with the welfare of people and helping those in distress. Most work with their clients on an individual basis, seeking to help them to face and resolve their problems.

Opportunities occur within government services such as the Health Service Executive and with voluntary agencies to the extent that there is now a shortage of qualified social workers. Qualification is through having social policy as a degree/graduate diploma subject and holding a relevant Masters degree.

For more information on these careers, see the gradireland booklet *Graduate Careers in Social Work*, available to download from gradireland.com/publications.

Youth and community workers primarily help people to work together to produce solutions to their problems. Youth workers work with young people to help them to lead a fulfilling life and to play a full part in their society. The work may involve providing sporting, social and creative activities. Local volunteers often assist with these. Postgraduate training in youth and community work is usual for entry and a background in psychology, education or social science can help.

Other jobs

You may also want to consider other jobs such as **actuary, archaeologist, chartered surveyor, economist, environmentalist, psychologist, regional planner, or sociologist**. For most of these you are likely to need several years' further training to qualify.

WORKING WITH PEOPLE

Name Aoife Farrelly

Job Crisis Worker

Employer Focus Ireland

Degree Social Studies and National Qualification in Social Work (2002)



I had always been interested in working with people and decided on a social work course because of the broad range of subjects I could study, from politics to economics, sociology and social policy. A huge part of the course was based on placement experience in different social work settings, which allowed me to practise what I learned on the course and gave me a real insight into social work and what it involves.

I was working in an emergency residential unit for young people who were out of home when I saw that Focus Ireland was looking for staff. Having completed one of my college placements with the agency, I knew about the work they did with homeless people and applied for the position.

Currently, I work with adults who are living in emergency accommodation and in crisis. My role is to help clients to look at pathways out of homelessness and help them address any issues along the way.

My job brings me into contact with clients in crisis with many different needs. I offer guidance, support, referral, counselling and advocacy to make sure the clients get the services and housing that they need.

I have got lots of training on the job, which has been great for my own practice and for keeping me up to speed on relevant issues. I have also been trained in supervising staff and regularly take on social work students for college placements, and this year I have started as a staff trainer.

Getting a job

There are many routes to finding a job, and plenty of help on offer.

It is essential to promote yourself effectively to employers in job applications and at interview, and in particular to show evidence that you have the skills that the employer seeks. These skills may be gained through your studies, extra-curricular involvement, vacation work or volunteering. Here, for example, is what Citicorp says:

‘You don’t need to have a financial degree discipline, but we do look for the right attitude and enthusiasm and a range of interpersonal skills: creative problem solvers with a detail-orientated and multi-tasking approach to getting things done to deadlines; team players with excellent communication skills; and individuals who combine initiative and career motivation with a professional attitude.’

Think about the following questions:

- What kind of job do you want – and what do you have to offer?
- Which employers you are going to approach? (Refer back to page 4 to help you with these questions.)

Finally, how should you seek entry? Approach a range of employers and use all available avenues:

- Your Careers Service – some large employers begin recruiting in late September for posts in the following autumn. These vacancies (and others that are notified all year round) are placed on Careers Service websites and published in lists. The annual *gradireland* careers directory,

available from your Careers Service, details thousands of jobs within Ireland and Northern Ireland.

- Employer fairs – held at universities and other locations.
- Websites – note in particular **gradireland.com**, which includes a database of jobs and employers along with careers advice.
- Direct approaches to employers – many employers, particularly in niche areas such as advertising, public relations, the media, tourism and arts and culture, traditionally rely on speculative applications from new graduates rather than advertising vacancies.
- Newspapers – a useful source of job vacancy information. You can access most vacancies in national newspapers through their websites.
- Recruitment agencies, although some agencies may confine themselves to people who already have some experience.

Finally, and most critically, seek advice from your Careers Service on CVs, job applications and interviews, and attend relevant talks.

GO ONLINE

Find jobs and employers
at **gradireland.com**



Further information

There are many resources available from your Careers Service, and online, to help you choose and find a job.

Facilities offered by most Careers Services

- Website and careers information library, including careers, employers, jobs and postgraduate study
- Careers education programmes, talks and seminars
- On-campus employer fairs
- On-campus employer recruitment
- Career-planning workshops and online assistance
- CV, job application and interview advice and coaching
- Job-vacancy notification and job search advice
- Individual careers advice.

Publications

- *Student Guide to Career Planning and Job Search* Colette Aungier and Sandra Walker (Association of Careers Services in Ireland – AGCSI)
- *gradireland* directory, for students and graduates

gradireland sector career guides:

- In print: Computing & IT, Construction, Engineering, Finance, Law, Property, Retail, Science and Work Experience & Internships. These titles are also available to download online (see below).
- Online only at gradireland.com/publications: Hospitality & Tourism, Journalism & Media, Psychology, Graduate Careers in Teaching &

Education, Graduate Careers in Languages, Graduate Careers in Social Work.

Association of Graduate Careers Advisory Services (AGCAS) publications (for UK and Ireland):

- Options series has subject specific information (options with English, philosophy, sociology, etc.)
- Sector briefings such as cultural, publishing, tourism.
- Occupational profiles for hundreds of types of jobs. Other publications worth checking include the TARGET series from GTI Specialist Publishers, covering a range of career sectors (see targetjobs.co.uk).

Websites

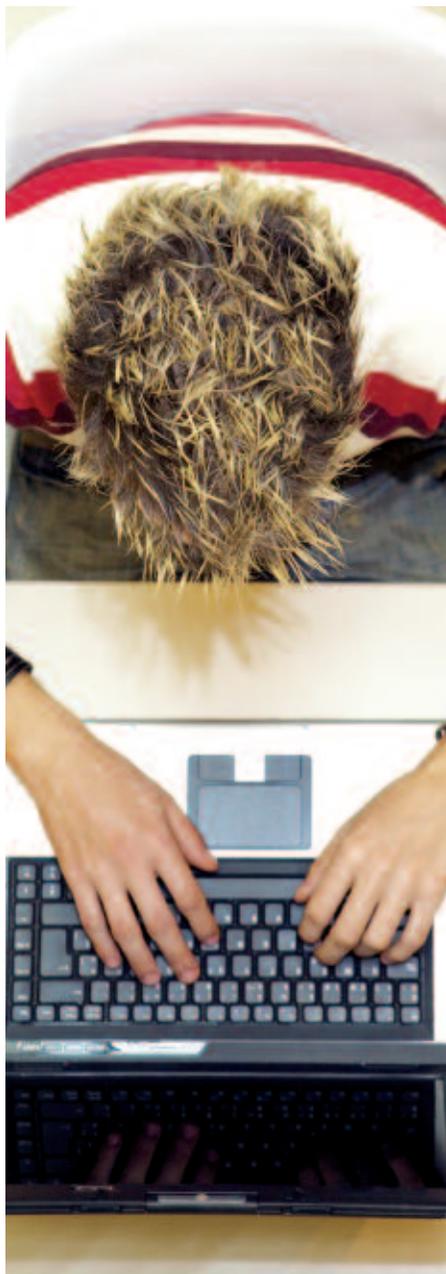
Careers websites

- gradireland.com Jobs, employers and careers advice for Ireland and Northern Ireland.
- postgradireland.com Postgraduate study in Ireland and Northern Ireland.
- targetjobs.co.uk Research leading graduate employers in many popular career sectors.

Specialist websites

- Arts Council www.artscouncil.ie
- Association for Higher Education Access and Disability www.ahead.ie
- British Association of Social Workers www.basw.co.uk
- British Broadcasting Corporation www.bbc.co.uk

- Chartered Institute of Personnel and Development www.cipd.co.uk
- Chartered Institute of Personnel and Development in Ireland www.cipd.co.uk/ireland
- Civil Service (Northern Ireland) www.nicsrecruitment.gov.uk
- Civil Service and Local Appointments Commission (Republic of Ireland) www.publicjobs.ie
- Department of Education and Science (Republic of Ireland) www.education.ie
- European Personnel Selection Office europa.eu.int/epso
- Fáilte Ireland www.failteireland.ie
- Higher Diploma in Education (NUI) Applications Centre www.pac.ie
- Institute of Advertising Practitioners and Advisers www.iapi.ie
- Institute of Professional Legal Studies at Queen's University Belfast www.qub.ac.uk/ipls
- Institute of Management Consultants and Advisers www.imci.ie
- Institute of Management Consultants in the UK www.imc.co.uk
- Irish Association of Social Workers www.iasw.ie
- Irish Business and Employers Confederation www.ibec.ie
- Irish Film Board www.filmboard.ie
- Irish Film Institute www.irishfilm.ie
- King's Inns www.kingsinns.ie
- Law Society of Ireland www.lawsociety.ie
- Library Association of Ireland www.libraryassociation.ie
- Library Council www.librarycouncil.ie
- Marketing Institute www.mii.ie
- Public Relations Institute of Ireland Ltd www.prii.ie
- Radio Telefís Éireann www.rte.ie
- Tourism Ireland www.tourismireland.com



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Written by careers advisers and available to download at gradireland.com/publications

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