



University of  
St Andrews

Careers  
Centre

# The Careers Centre

Resources | Advising | Opportunities

[www.st-andrews.ac.uk/careers](http://www.st-andrews.ac.uk/careers)

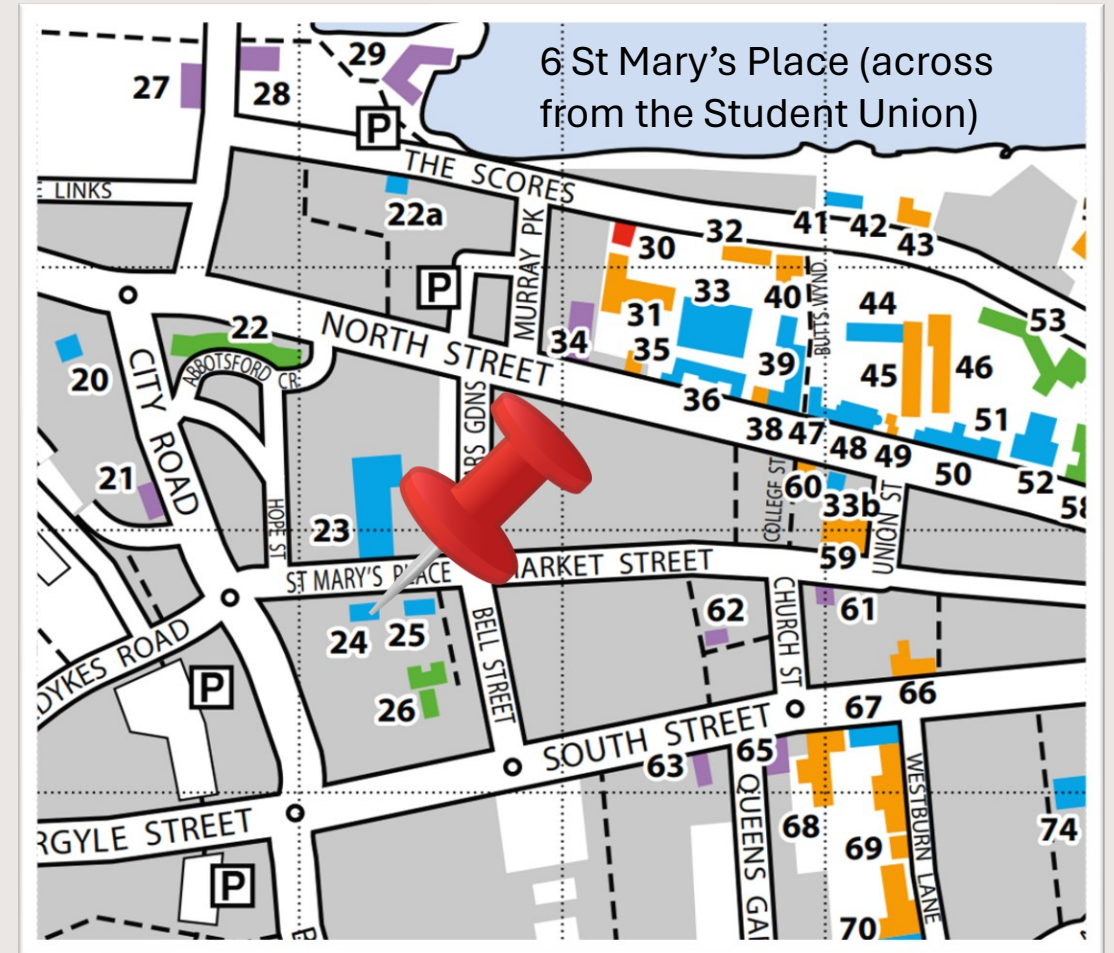
Jonathan Jack | North American Opportunities Manager



95.6% of **postgraduate** leavers are in work or further study within 15 months of graduation

# Who are we?

Our mission is to help students **understand themselves** and find their place in the world. The centre **educates**, **inspires** and **empowers** students to equip them with the **lifelong** career management and enterprise **skills** they need to create **meaningful** and **fulfilling** careers, whatever their **ambitions**.



# Our Approach

## Explore

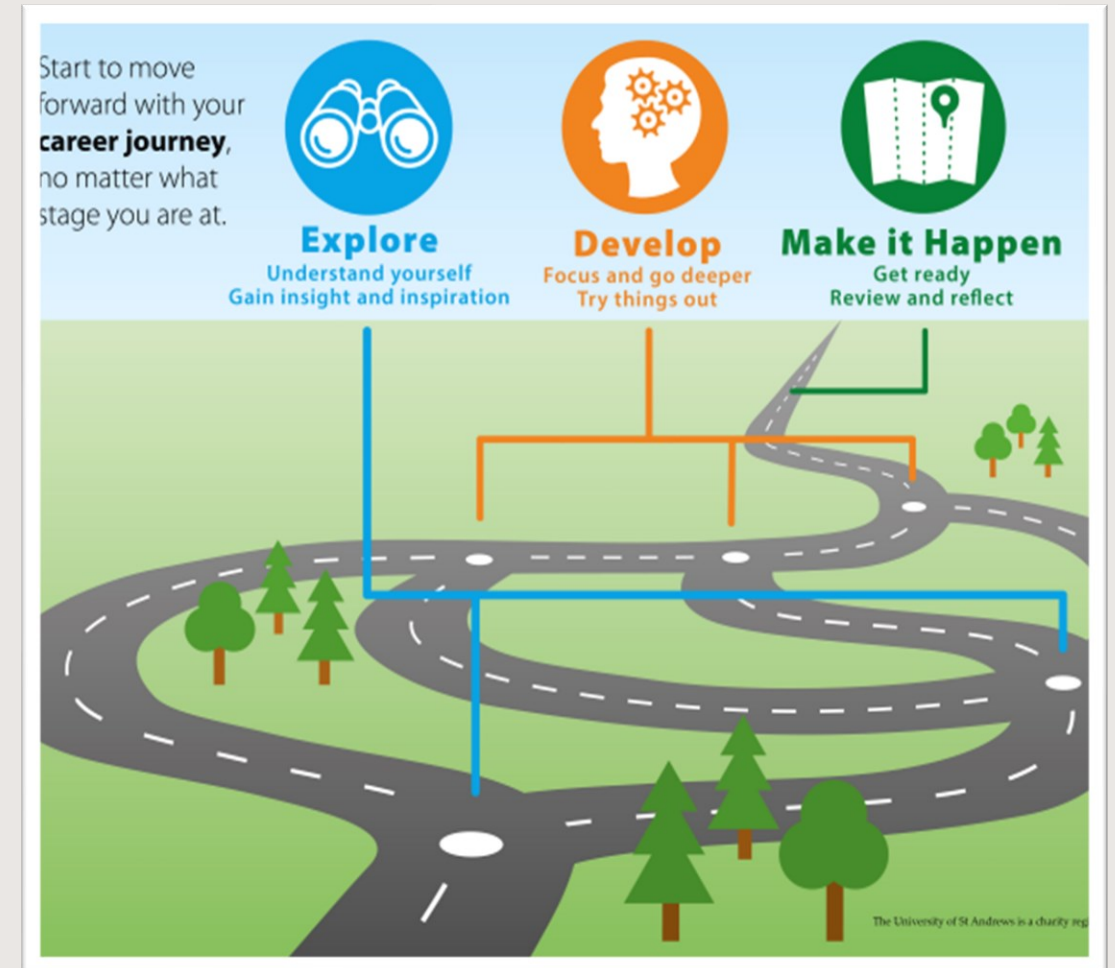
Understand yourself; gain insight and inspiration.

## Develop

Focus and go deeper; try things out.

## Make it Happen

Get ready; review and reflect



# Our Team

## Career Management Team

- Comprehensive student support
- Career guidance appointments
- Knowledge of specific academic schools
- Signposting

## Opportunities Team

- Engage with employers and alumni internationally
- Build relationships with employers and key organisations
- Organise events, panel sessions, in-country meetings

# Our Resources

Comprehensive career support for PG students



University of St Andrews

# Careers Centre

Search ▾

Book ▾

Career Discovery



Question



Events



Appointm...



Referrals



Vacancies



Placements



Forms



Pathways

## Hi Test, welcome to CareerConnect!

Watch our CareerConnect introductory videos: [web version](#); [mobile version](#).

Find out how the Careers Centre can support you in your career journey.



## Upcoming bookings

You don't have any upcoming bookings, have a look at our search pages to see what's available.

[Search events](#)



[Search appointments](#)



Careers Centre

[www.st-andrews.ac.uk/careers](http://www.st-andrews.ac.uk/careers)





# Appointments Overview

- **Careers Appointments (15 minutes):**

- Available Monday-Friday, bookable on CareerConnect *from 6pm UK-time for the following day.*

- **CV, cover letter and LinkedIn Advice (15 minutes):**

- Available Monday-Friday, bookable on CareerConnect *from 6pm UK-time for the following day.*

- **Careers Guidance Appointments (30 minutes):**

- Can only be made through a referral by a Careers Adviser during an initial 15 minute Careers Appointment.

- **Practice Interview Appointments (45 minutes):**

- Bookable up to 28 days in advance, but no later than 3 days in advance.

- **Online guidance:**

- If unable to access any bookable appointments, can submit online careers queries – reply within 5 days.



# International Resources

## Opportunities for students

# International Work and Internship Experience

Our colleagues work in collaboration to strengthen our international impact, secure opportunities for students and maintain collaborative partnerships.

## North America

Jonathan Jack | North American Opportunities Manager

## International

Lorna Dargan | Director of Careers

## Asia

Ellen (Ran) Wei | Asian Opportunities Manager

## International

Jim Campbell | Assistant Director (Career Management)

## UK (London), Europe & International

Karen Hall | Assistant Director (Opportunities)

# International Work and Internship Experience

The Careers Centre has developed a range of resources and country-specific advice and guidance to support students who wish to seek opportunities overseas after graduation.

## At St Andrews

- Video Interview Space
- Visa resources & immigration lawyer drop in sessions
- North America and Asia Career Series
- Country Specific Opportunities Managers

## In-Country

- International Job Shadowing Program
- In-country networking and career events (“Saint Connect Nights”)
- In country Industry Insider events

## Virtual

- North American & Asian employer presentations
- Graduate School presentations
- Careers Fairs
- Saint Connect Mentoring Network

# Where do we have connections and alumni?



# Opportunities

## Developing PG student skillset

80% of **postgraduate** leavers agree their current activity aligns with future career plans

# PG Internships

- Various internship opportunities and employability experiences available for our **PGT students**
- **Paid work experience** which provides students with a valuable learning experience
- Working with **professional units** across the University on real-life projects

## Internships available – 2024

- **Development, Alumni Relations and Kaleidoscope** - Audio/Podcast Internship
- **Equality, Diversity and Inclusion Team** - Diverse Action Plan Internship
- **Education and Student Experience Team** - Online/Digital PGR Student Experience and community building
- **Admissions** - Postgraduate Admissions Assistant
- **Research and Innovation Services (RIS)** - Research Engagement Officer
- **Student Services Team** - Supporting the transition to university
- **Biodiversity Action Group** - University Biodiversity Action Plan Communications Officer

# PG Internships



**Gatera Fiston Kitema**

“

*During the internship, I developed my communication skills, adaptability and data analysis in the EDI field. Apart from this, I learnt much about EDI at the University and how to approach it in terms of research and proposing SMART changes. This combination of skills and lessons acquired will add value to my career journey after the completion of my PG degree and PhD.*

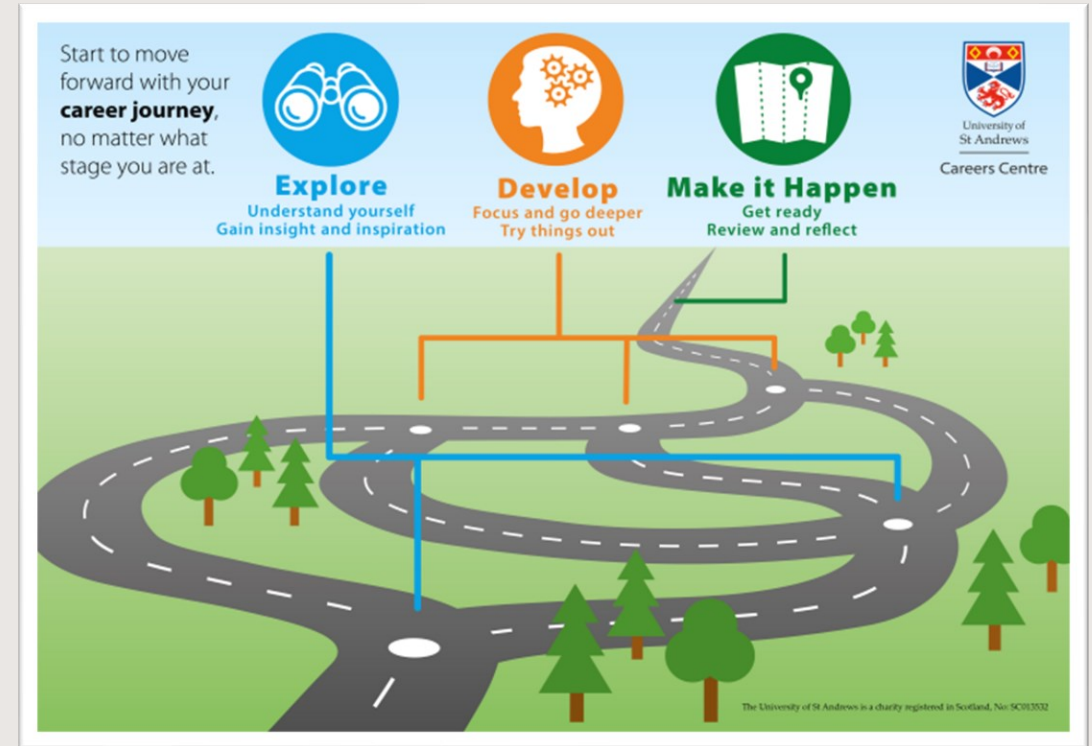
*I would highly recommend this internship! As a future intern, be ready to*

”

*learn and collaborate!*

# Career Journey Workshops

- Open to all students and postgraduates
- A series of upskilling workshops:
  - Career planning
  - Job hunting (including part-time jobs)
  - Making applications (CV's, Cover Letters)
  - Preparing for interviews and assessment centres
  - Salary negotiation
  - Professional networking and using LinkedIn



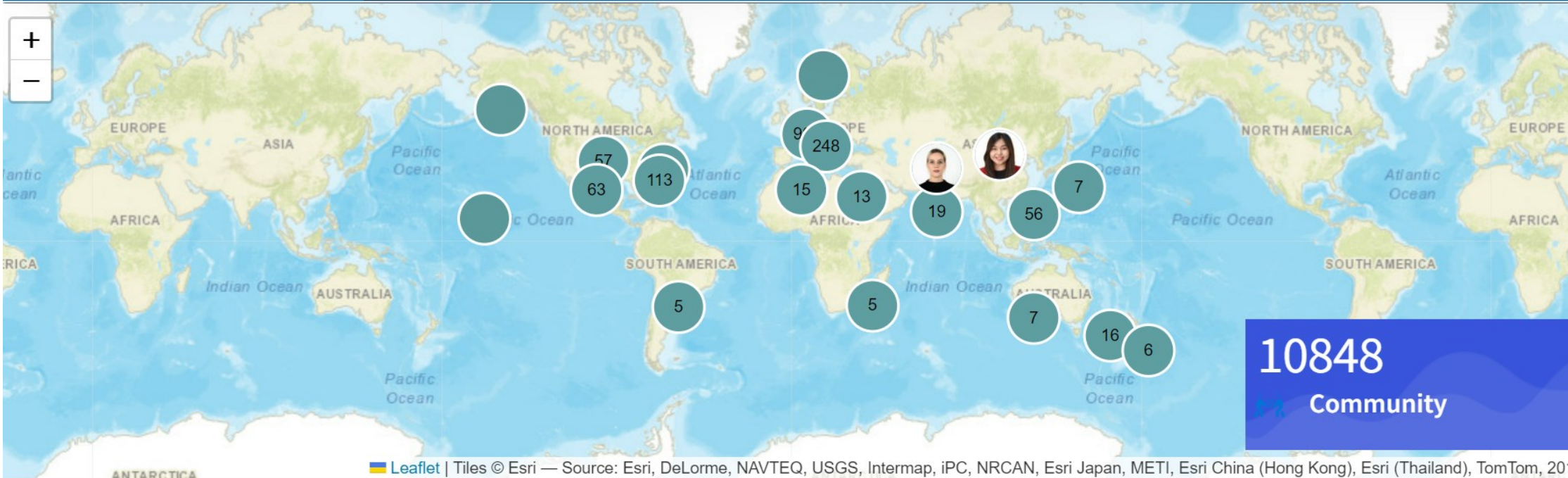
# CEED GRADskills Workshops

- Careers workshops offered as part of the suite of GRADskills workshops.
- Includes:
  - Career planning: pursuing an academic career;
  - Career planning: exploring careers beyond academia;
  - From PhD to postdoc: making the transition;
  - CVs and job applications: getting onto the shortlist;
  - Interview skills: academic and competency-based interviews



# Additional Opportunities for PG Students

## Accessing the St Andrews Network



Leaflet | Tiles © Esri — Source: Esri, DeLorme, NAVTEQ, USGS, Intermap, iPC, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, 2012

## Newest Members

I  
Ian Carr...

M  
Michelle...

A  
Alexand...



## Latest Events

[View all Events](#)

Need some help?

## Groups



School of Chemistry  
Group for Current and Former students



School of English



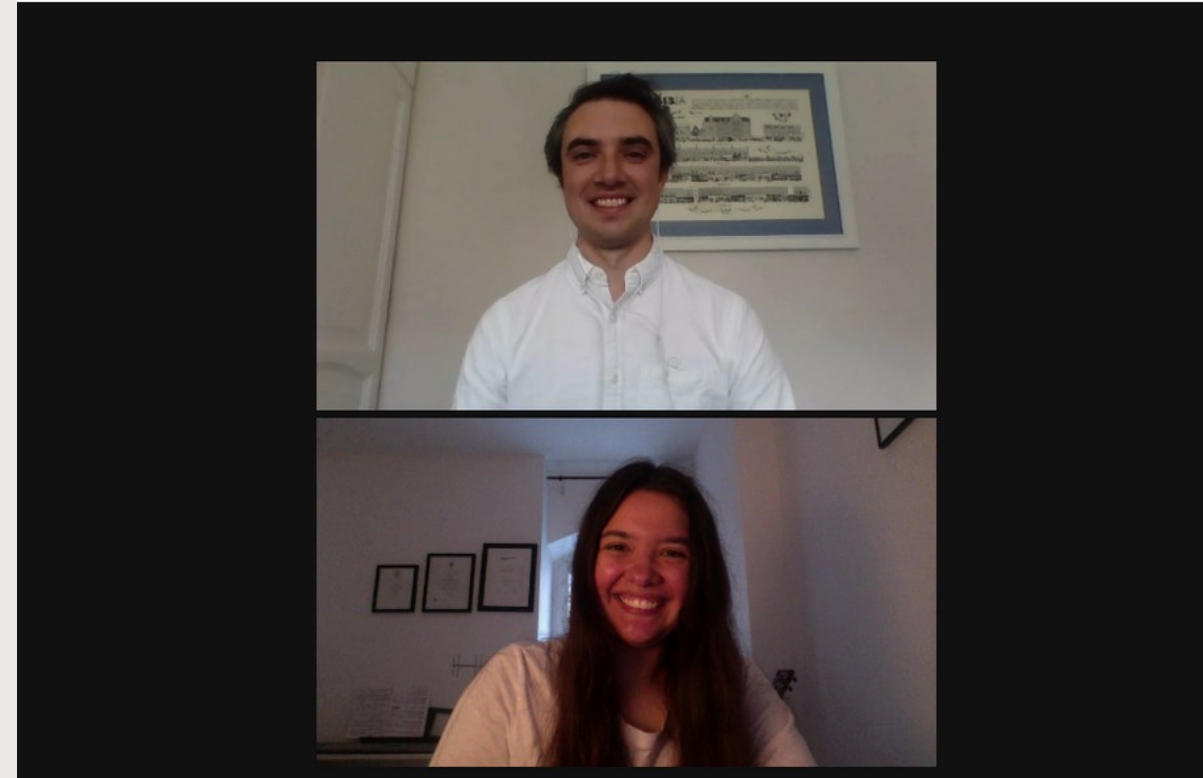
# Work Shadowing Programme

- The Careers Centre organises a work shadowing programme in which alumni, friends and staff of the University offer their time for students, unpaid, to shadow them at their place of work.
- This programme enables students to learn first-hand about potential career paths.
- Shadowing typically occurs in the workplace over one or a few days or can be online.
- Work shadowing takes place during the winter and summer vacations.

# Coffee Connect

- Coffee Connect matches students with an alum to have a relaxed chat over virtual coffee, discuss career matters and help grow their network.
- The Careers Centre matches alumni and students based on shared interests
- Coffee Connect runs twice per year - once in the fall semester and once in the spring semester.

First coffee connect with my Match. Was a very pleasurable experience and I'm beyond happy of having been connected with Matt. Thank you, Saint Connect! // Germany to UK





# Summary

## Career Services Overview

# The St Andrews Career Centre

## Services overview

### Careers Connect & Website

Exclusive job & internship posting sites and country-specific information

### Access to Goin Global

Most comprehensive international online platform

### Careers Advisers

1:1 appointments to discuss individual career needs. Work with specific schools

### Alumni Network

Global network of Alumni & Friends to offer work shadowing, online support and mentoring

### Events

Careers Fairs & Employer-led workshops; events for each school

### Workshops

CVs, cover letters, interviews, etiquette, LinkedIn, networking

### E - Guidance

Online advice for alumni and students at a distance  
Up to 3 years free

### Internships & Work Shadowing

Opportunities supported by Careers Centre to give students real-time experience



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# Thank you

## Questions?

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