Student Support & Development
Communications and E-Learning Project Officer
(Grade IV)
Fixed Term Three Year Contract

Student Support and Development (SS&D) is made up of a broad range of units serving the professional, academic and personal development and support needs of a diverse student population. The units within SS&D comprise of the Student Advice Centre, the Access Office, the Careers Office, Counselling & Personal Development, the Disability & Learning Support Unit, the Inter Faith Centre, the INTRA Work Placement Unit, the Sports Development Unit and the Student Health Centre.

DCU Access Service is currently seeking a Communications and E-Learning Project Officer. The Communications and E Learning Project Officer will be responsible for the design, coordination and delivery of Outreach Initiatives via digital media to Schools and Community Groups as part of the University Outreach and Engagement Strategy. The post holder will also coordinate on behalf of the Access Service, its communications online and enhance visibility of DCU Access via digital media. The post holder will be responsible for building and maintaining a number of key relationships with Schools, Community Groups, Voluntary Organisations, DCU Staff and Access Funders.

The Communications and E-Learning Project Officer will report to the Head of Service (or his/her nominee) and will work in partnership with the Outreach Project Officer. The role will liaise closely with all project officers within the Access team, with Access students, Student Support and Development Staff, and Heads of DCU School and Units. The post holder will work closely with the Head of Service on the production and design of on-line communication, and delivery of digital media curriculum. The projects for which the post holder will be responsible are multifaceted in nature. The role involves the ability to deal effectively with a wide variety of user and interest groups from staff, students (particularly non-traditional students), teachers and staff of voluntary and community organisations and corporate sponsors.

Duties and Responsibilities:
The duties and responsibilities of the position include, but are not restricted to the following activities:

- Provide professional and comprehensive administrative support in a number of specified areas including coordination of activities on externally and internally funded key digital learning projects.
• Assist in the coordination and marketing of these projects and provide a coordinating role on event management of digital media related events for the Access Service.

• Work in partnership with the Outreach Project Officer to enhance participation, access and progression to DCU and to third Level education of non-traditional student groups through DCU’s extensive Outreach Programme, in line with DCU Access Outreach and Engagement Strategy.

• Design and delivery of multi-media curriculum and online platforms for the provision of Access supports and initiatives to Schools and Communities, including provision of CPD to teachers and education based community and voluntary employees.

• Co-ordinate the content, layout and design of Access Project Publications, on-line materials and reports.

• Liaise with corporate, voluntary, government and community partners to advance and further develop relevant digital projects, including the Unity Programme on behalf of the DCU Access Service.

• Responsibility for continued development of social and digital media projects and platforms, to promote DCU’s Outreach Initiatives and supports to teachers, students and all those participating in the Access Schools Programme.

• Coordinating function regarding event management of digital/creative media events/exhibitions hosted by the DCU Access Service.

• Liaise with members of staff and students on relevant Access Schools projects and represent the Access Service at stakeholder meetings when required.

• Act as representative on relevant committees, boards and working parties as assigned by the Head of Service.

• Day-to-day management of project staff and Project Budgets related to digital media /e-learning Programmes.

• Undertake such duties and responsibilities as may be assigned from time to time.

Qualifications and Experience:
The post-holder should have a primary degree; in addition it is desirable that the post-holder have:

• Proven track record in e-learning and use of digital media to engage non-traditional learners.

• Hold a postgraduate qualification in e-learning.

• Demonstrable track record in relationship building with staff and students in Second Level DEIS Schools

• Demonstrable experience in the design and delivery of Continuing Professional Development to teachers and youth/community workers.

• Have at least three years’ experience of delivering initiatives / subjects in a class room environment.
• Have an excellent understanding of creating content, design and producing on-line and hard copy publications, with a good working knowledge of engaging with social media.

• Have strong interpersonal skills, be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative.

• S/he will be flexible, possess an ability to work effectively as part of a wider team, and have excellent communication skills.

Competencies required for this post are:

• **Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

• **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

• **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

• **Problem solving and Decision-Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making.

**Salary scales:** €33,625 - €50,750

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Admin Assistant salary scale, in line with current Government pay policy.

**Closing date:** 20th February 2017

**Informal Enquiries:**

Informal enquiries may be addressed to Ita Tobin, Head of DCU Access Service, Tel: 01-7005493. Email: ita.tobin@dcu.ie

Please do not send applications to this email address, instead apply as described below.

**Application Procedure**

Application forms are available from the DCU Current Vacancies (open Competitions) website at [http://www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.
Please clearly state the role that you are applying for in your application and email subject line: Job Ref 486 Communications and E-Learning Project Officer.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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