Applications are invited from suitably qualified candidates for the following position

Online Skills Development Project Lead
Student Support and Development
18 month fixed term contract

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the Department

Student Support & Development (SS&D) provides professional, academic and personal support and development opportunities to students in DCU. It is a busy and diverse Unit which includes the Student Advice Centre, the Careers Office, Counselling & Personal Development, the INTRA work placement Office, Student Learning, the Student Health Centre, the Disability & Learning Support Office, the Access Office, the Leadership & Life Skills Centre and Chaplaincy. Further information about SS&D can be found at: http://www.dcu.ie/students/index.shtml.

Role Profile

Student Support & Development wishes to appoint a Project Lead to work as part of the widening participation team. The successful candidate will be responsible for overseeing the design and development of an online bridging programme aimed at prospective students who wish to enhance their academic skills and resilience before commencing their studies in higher education. The

programme will contain a suite of five stand-alone core courses. Under the direction of the Director of Student Support & Development, the Project Lead will work closely with academics, subject specialists, learning technologists and other relevant stakeholders. The contract will be for a period of up to 18 months commencing on appointment.

The main purpose of this role is to coordinate and lead on the development of a pre-entry online programme for students who wish to improve their academic and personal skills before commencing their studies in higher education. The person will lead on the development of five core courses:

- Learning at university
- Academic writing
- Maths refresher course
- Introduction to technology for academic success at third level
- Personal development — building confidence and resilience.

Pilot:
This pilot will be rolled out in two phases.

Phase One is for DCU mature student applicants who have already received an offer and are preparing to start their studies. The aim is to offer this in Summer 2022.

Phase Two will offer a wider group of potential students, who are interested in attending DCU, access to the online resource. The pilot will evaluate the impact of the resource on mature students (in Phase 1) who have entered DCU and have completed the five courses in the summer prior to entry.

Following the pilot, additional areas of focus may be added to the suite of courses.

Project outcomes
- Applicants who would not formally have considered higher education as an option will be provided with a structured learning and development programme to allow them to reconsider their educational journey.
- Applicants will feel more confident about their ability to succeed in third level.
- Completion of the courses will support the development of core competencies which are required for success in third level education.
- In Phase II of this project, mature applicants who complete the programme may use it to enhance their application if applying through the mature student entry route.
- Following the completion of a pilot, the five standalone courses will be developed under creative commons and available to share with other providers.

Duties and Responsibilities
Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

Please note that internal service criteria will apply. Where applicable staff will normally have successfully completed their probationary period in order to apply.

In addition to the internal service criteria, the ideal candidate will have the following:

- A postgraduate qualification.
- A minimum of three years' experience of working or studying in the area of widening participation, social inclusion or education.
- A thorough knowledge of the barriers to higher education experienced by groups currently under-represented in higher education.
- Extensive experience of developing collaborative activities with a range of partners.
- Excellent project management, planning and organisational skills with a track record in managing schedules and delivering to deadlines.
- Budgeting experience.
- Excellent communication and interpersonal skills.
- Excellent IT skills, including experience of developing and delivering online learning resources for students or adult learners.
- Ability to work effectively and collaboratively with diverse stakeholders.

Mandatory Training

Mandatory Training The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

The role is also subject to Garda Vetting.

Salary Scale:

Senior Administrative Assistant - €49,179 - €59,260.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 7th May 2021

For more information on DCU and benefits, please visit Why work at DCU?

Informal Enquiries in relation to this role should be directed to:
Dr Claire Bohan, Director of Student Support and Development, Dublin City University.
Email: Claire.Bohan@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 website at
https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants (internal applicants)

Applications should be submitted by e-mail with your completed application form to
hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #ST1499 Online Skills Development Project Lead