Title of Post: Mature Student Project Officer

Nature of Post: Three-Year Full Time Contract

Dublin City University has always been committed to equality of educational opportunity and participation in third level by under-represented groups. As a further expression of this commitment the University proposes to appoint a Mature Student Project Officer to join the existing Access Service in Student Affairs to work with mature students at both the pre-entry and post-entry stages, with a particular emphasis on students from a socio-economically disadvantaged background.

The Mature Student Project Officer will liaise as appropriate with the other Services in Student Affairs such as Guidance, Counselling, First Year Retention, Student Financial Assistance etc.

Candidates for this post should have excellent interpersonal, communication and administrative skills. They should also possess a relevant degree and should have considerable relevant work experience, preferably in the fields of adult and community education, community development, adult guidance or social work.

Duties of Post:

- To consult with existing mature students and the academic and administrative community in DCU to clarify the current situation with regard to mature students. To draw up a needs analysis of the pre and post entry supports based on that assessment and to develop initiatives to address the identified needs.
- To monitor the progress of existing mature students and to ensure they receive the support they need.
- To form links with PLC colleges, VTOS and Community groups in the North Dublin area in particular and nation-wide to explore ways of providing effective guidance and information to potential students.
- To work with the existing Access initiatives in the North Dublin area to increase the university’s involvement with parents.
- To work closely with the Registry and other relevant departments to develop a policy framework for mature students from socio-economically disadvantaged backgrounds which is integrated with the University’s policy on mature students. This will focus in particular on the area of entry routes, recognition of Access courses, partnership models between the further and third level sector and/or community education for the provision of outreach Access courses, application and selection procedures and collaboration with other third level institutions and the HEA.
• To move forward the goal of setting ambitious targets for mature students to match those already set for school leavers from socio-economically disadvantaged backgrounds.
• To have a role in the planning and delivery of any future access courses in the university targeting mature students.
• To have a role in the planning and delivery of pre-entry courses targeting mature students from ethnic minorities.
• Liaising with statutory and voluntary agencies to provide funding for mature students.
• Assisting in fundraising and in the preparation of funding submissions for services and programmes targeting mature students.
• Evaluating, reporting and disseminating information on progress to assist future planning and to raise awareness as appropriate.

Salary Scale: €27,697 - €34,951

Closing Date: 29th March 2002