



Autism Friendly University Coordinator
Student & Support & Development
Senior Administrative Assistant
2 year fixed term contract

Overview:

DCU has recently announced its commitment to becoming Ireland's first autism-friendly university and is beginning a programme of activities and initiatives which will create a learning environment that allows students with Autism and Aspergers to take part fully in university life. The University has recently conducted a piece of research which has provided invaluable insight into the current challenges faced by students with autism and helped us highlight a number of key action areas which require attention. The actions are based around the 8 Principles of an Autism Friendly University, which have been identified as:

1. Encourage and enable students with Autism to transition into and participate in university programmes.
2. Support and build capacity to equip students with Autism to meet the academic challenges of everyday university life.
3. Support and build capacity to equip students with Autism to meet the social challenges of university life
4. Seek to establish an autism friendly operational environment
5. Seek to combat the stigma around Autism and recognize the diverse experiences of those with the condition.
6. Develop understanding and relevant knowledge and skills within the University community (staff and service providers).
7. Establish channels so that student with Autism can have a voice in various aspects of University life.
8. Seek to increase future employability of DCU students with Autism.

Duties and Responsibilities:

The University is seeking a Project Coordinator to embed the principles of the Autism Friendly University Project and the associated recommended actions across DCU. S/he will report directly to the Director of Student Support & Development and work within the support framework of Student Support & Development.

The successful candidate will work closely with the Disability & Learning Support Service, the School of Nursing and Human Sciences, the Office of Student Life, AsIAm and other Units / Schools/external organisations, as deemed relevant for the successful completion of the implementation period.

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

- Develop a comprehensive project and implementation plan, with clear delivery dates
- Establish a Steering Committee of the relevant individuals, in consultation with the Director of SS&D
- Liaise with relevant individuals to coordinate the delivery of the action points, as identified by the University, under the 8 Principles
- Coordinate and monitor the delivery of the action points in line with agreed timelines
- Promote the project and the associated initiatives
- Formulate an impact assessment plan to monitor and evaluate the impact of the initiatives
- Report periodically on progress

Experience and Qualifications:

Candidates must hold a primary degree in a relevant area; plus a minimum of three years relevant project management experience, preferably in an educational setting. The successful candidate must also have:

- Proven ability to initiate and successfully carry out project work
- Strong organisational skills
- Excellent interpersonal skills, including communication and the ability to work with professionals across diverse areas of expertise within the University
- A deep understanding of Autism and Aspergers
- Excellent knowledge of disability-related social policy
- Excellent IT Skills
- A proven track record of project implementation

Salary Scales: * €47,386 - €57,099

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

Closing date: 8th February 2019

Informal Enquiries:

Informal enquiries may be addressed to Dr. Claire Bohan, Director of Student Support and Development, Dublin City University, Dublin 9, Ireland. 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 (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149; Fax +353 (0) 7005500 Email:

hr.applications@dcu.ie. **Along with the application form, please submit a CV and cover letter.**

Please clearly state the role that you are applying for in your application and email subject line: Job Reference #1097- Autism Friendly University Coordinator, Student Support & Development.

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. With your completed application form, you may also send a Cover Letter and a CV (maximum 2-3pages)

Dublin City University is an equal opportunities employer