Applications are invited from suitably qualified candidates for the following position:

**Project Coordinator**
**Senior Admin Assistant 1**
**Access Service - Student Support & Development**
**10-month Fixed Term Contract**

**Overview**

Dublin City University (www.dcu.ie) is a dynamic and innovative institution that is distinguished by both the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in education and research activities has led to DCU’s consistent ranking among the world’s leading young universities. DCU is Ireland’s fastest growing university, and now hosts more than 17,000 students across its three academic campuses: (DCU Glasnevin Campus, DCU St Patrick’s Campus and DCU All Hallows campus).

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

The DCU Access Service, in collaboration with the DCU Educational Trust secured funding through the Social Innovation Fund to recruit a Project Coordinator for the Access to the Workplace initiative https://shapingthefuture.dcu.ie/support-dcu/access-to-the-workplace/. This initiative aims to increase the opportunities for underrepresented groups in DCU to engage in meaningful work experience in the earlier years of their undergraduate studies.

**Role Profile**

The successful candidate will report to the Head of Service and work in collaboration with the Access to the Workplace Steering Group, which will guide the vision, development and growth of the Programme. We are currently seeking a dynamic and flexible individual who will lead and grow the
Access to the Workplace programme. They will lead on the delivery of the initiative, build strong networks both internally and externally and help to ensure the long-term viability of the Project.

The Project Coordinator will oversee the day-to-day operations of the Access to the Workplace programme in line with funding and reporting requirements, which involves developing a bespoke ‘work readiness programme’ for students in collaboration with relevant internal and external stakeholders. The successful candidate will collaborate with professionals in DCU, DCU Educational Trust, the Steering Group and organisations external to DCU to implement a comprehensive project plan.

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

Qualifications and Experience

- A relevant primary degree or equivalent (NFQ level 7) in an appropriate area.
- Excellent project management and team management skills.
- At least 3 years’ experience developing and maintaining relationships with a range of stakeholders.
- Experience in developing and implementing new initiatives for the benefit of underrepresented groups in third-level education.
- In-depth knowledge of equity issues facing underrepresented students and be familiar with the challenges facing prospective students entering internships and the employment market.
- Excellent digital literacy skills.
- Excellent communication and networking skills.
- A track record of working in an area which requires confidentiality and discretion.
- Excellent IT, interpersonal, communication and administrative skills.
- A car and a full clean driving license.

Mandatory Training
The postholder 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.

Salary Scale:
Salary Scale: *€48,215 - €58,098

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scales, in line with current Government pay policy. Full details of salary upon promotion for internal staff can be viewed at:

Closing date: 8th July 2020

Informal Enquiries in relation to this role should be directed to:
Ms. Cathy McLoughlin Head of Access Service, Student Support and Development, Dublin
City University. Email: cathy.mcloughlin@dcu.ie

**Application Procedure:**

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

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #ST1372

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at [www4.dcu.ie/policies/policy-starter-packs.shtml](http://www4.dcu.ie/policies/policy-starter-packs.shtml).