

**Research Centre**

ADAPT Centre, Centre for Digital Content Platform Research

Post title

Administrative and Engagement Officer – Problem Solving – Public Engagement Initiative (Grade IV)

Post duration

Fixed Term 15 Month Contract

Background

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies. As part of the ADAPT Centre's remit, it will also be responsible for the CNGL research programme as ADAPT is an evolution of the CNGL Centre.

As part of the ADAPT Education and Public Engagement strategy a two-year Problem-Solving Initiative is targeted at promoting the uptake of STEM (Science, Technology, Engineering and Maths) subjects at third level, while improving problem-solving skills among secondary school students. The ADAPT Problem-Solving Initiative will consist of a number of major events, including problem-solving workshops, an annual All-Ireland Linguistics Olympiad and the hosting of the 2017 International Linguistics Olympiad at DCU with participants from 35 countries. Coinciding with the International Olympiad will be a public awareness campaign around problem-solving skills together with a family-friendly problem-solving festival day in Dublin City centre.

We now wish to recruit an Administrative and Engagement Officer on a fixed-term contract basis in support of the Problem-Solving Initiative.

Principal Duties and Responsibilities

- Marketing and administration of the 2016/7 All Ireland Linguistics Olympiad (AILO) roll-out to all secondary schools on the island of Ireland, including a large scale workshop training programme.
- Updating the ADAPT, AILO and Problem-Solving Initiative social media pages and promoting the Problem-Solving Initiative.
- Event logistics for project events such as the AILO 2016/7 launch and AILO 2017 Final.
- Event logistics for hosting the International Linguistics Olympiad (IOL) at Dublin City University and the Family Problem-Solving Festival Day in Dublin City Centre.
- Drafting press releases and articles for media, including sourcing profiles for careers that require advanced problem-solving skills.
- Liaising with attendees of the IOL on logistics and registration.

Experience and Skills Required

The post-holder must possess a primary degree and a minimum of three years relevant work experience (or combination of graduate degree and relevant experience). Experience with outreach and event management in an academic research environment, particularly Science Foundation Ireland funded, is highly desirable, particularly related to Education or Public Engagement in Research. Excellent communication and interpersonal skills, and knowledge of communications, public relations or marketing are also required.

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.
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **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
- **Teamworking:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change

Closing date: 28 March 2016

Salary Scale: * €33,625 - €50,750 per annum

** Appointments 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*

Informal Enquiries: Informal queries should be addressed by email to cara.greene@adaptcentre.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://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref#282: Administrative and Engagement Officer – Problem Solving – Public Engagement Initiative, Adapt

Applications should be submitted by email to hr.applications@dcu.ie or by Fax to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer

Application forms are available from: <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer