



**Dublin City University**  
**International Office**  
**Student and Staff Mobility Officer - Grade IV**  
**(Fixed-Term Contract to 31 March 2017)**

**Background**

Dublin City University (DCU), St Patrick's College, Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI with DCU. The timeframe for the Incorporation Programme will see all SPD and MDI 1st year students registered as DCU students in September 2015, with full incorporation (all students across all institutions registered at DCU) in September 2016.

**International Office**

The International Office plays a crucial role in bringing forward internationalisation in DCU. It is involved with many activities which result in the student and staff mobility programmes, with a focus on coordination of students for participation in exchange programmes worldwide. Amongst its many activities, the Office is responsible for the welfare of international students – both at the pre-arrival stage and upon arrival at DCU Glasnevin and St. Patrick's campuses – and acts as a 'one-stop-shop' for queries of various natures.

During the time period of this contract the successful candidate will work closely with colleagues in the International Offices' to align processes across both the Glasnevin campus and St. Patrick's campus.

**Specific Duties:**

The successful candidate will work closely with other members of the International Office, Student Support & Development and Academic Co-ordinators. The duties & responsibilities of the role will include but are not limited to the following:

- Management of Exchange and Erasmus + programmes, which involves marketing of the programmes, liaising with international students interested in studying at DCU as well as those undertaking a placement or study period abroad.
- Management of Exchange and Erasmus + programmes, which involves marketing of the programmes, liaising with international staff and internal Academic and Administrative staff interested in undertaking part in the opportunity to be placed for a period abroad.
- Working with students on learning agreements and meeting/settling them upon arrival and pre-departure.
- Representation of DCU at Fairs and Conferences

- Student Liaison Officer
  - Support of Erasmus/Exchange student body through relevant activities/support mechanisms (e.g. workshops/presentations/one-to-one advising)
  - Sign off on Learning Agreements for incoming students
  - Coordination of Student Activities e.g. social events such as Christmas parties
- Liaison with other faculties and units within the Institution (Registry, Finance, SS&D, Faculty & School)
- Liaison with partner institutions abroad in establishing and renewing bilateral agreements.
- Coordination of the HEA reports and institutional response to calls for expression of interest in funding opportunities
- Development and preparation of exchange and Erasmus marketing materials / publications for staff and students
- Representing the International office on appropriate committees
- Support the administration of the Federal Aid Scheme for US students and/or the Fee and Application Assessment process for incoming students.

As the requirements of the students and the environment change, flexibility in relation to duties is essential. The outlined duties and responsibilities are therefore merely indicative of the type of work involved in this role.

**The competences required for this position are as follows:**

**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.

**Building and Maintaining relationships**

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

**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

**The successful candidate will have:**

- A primary degree in a relevant area (NFQ level 7) plus a minimum of 3-years relevant experience at the appropriate level
- Knowledge of exchange and Erasmus + programmes
- Commitment to fostering cultural diversity amongst the student body
- The ability to work in a diverse, busy environment
- Availability to engage in international travel
- Flexibility regarding working hours
- Good standard of IT skills
- Financial analytical skills

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

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

**Closing Date:** 27 May 2016

**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) 1 700 5149.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

***Please clearly state the role that you are applying for in your application and email subject line: Job Ref #326: Student and Staff Mobility Officer Grade IV***

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