



Dublin City University

International Office

Science without Borders Programme Co-ordinator – Secretary Grade III

(Up to 1-Year Contract)

Introduction

Since its foundation, Dublin City University has been involved in international student mobility activities and in the development of international teaching and research links. The University is committed to internationalisation and to the development of international strategic alliances. The International Office, under the leadership of the Head of International Office, is responsible for pursuing and developing the University's commitment to internationalisation.

The International Office is involved with many activities that result in the recruitment and support of international students. Key to this is coordinating activities linked to recruitment of undergraduate and post graduate students along with exchange and study abroad programmes. Amongst its many activities the office is responsible for the promotion of DCU at international events and the support of international students at all points of their student experience including pre-arrival, induction, meeting and greeting new students, student ambassador programmes, point of contact for advice and liaising with student support offices.

Job Summary

The Science without Borders Programme Co-ordinator will be based in the International Office, Glasnevin Campus, and will coordinate programme and general activities for scholarship students from Brasil who have successfully applied to DCU for a year of study.

Ireland's participation in the Science without Borders programme is co-ordinated by the Higher Education Authority (HEA) in partnership with the Department of Education and Skills, Enterprise Ireland, the Irish Universities Association (IUA), Institutes of Technology Ireland (IOTI), Higher Education Colleges Association (HECA) and the higher education institutions.

The initiative is a large scale nationwide scholarship programme primarily funded by the Brazilian federal government. The programme seeks to strengthen and expand the initiatives of science and technology, innovation and competitiveness through international mobility of undergraduate and graduate students and researchers – see <http://www.cienciasemfronteiras.gov.br/web/csf-eng/faq> .

The successful candidate will focus on the support of and interaction with SWB registered students. He/ she will report to the Year Abroad/Study Abroad Senior Co-Ordinator and will work closely with other team members within the International Office as required. The role will further develop over the course of the contract and the successful applicant may be required to assist with general activities within the Study Abroad Programme and / or manage another activity within the International office. The primary focus will be towards the Science without Borders initiative and successful applicant will have responsibility for the development and coordination of all activities for the visiting students. Below is an indication of the duties for this role however the indicative duties may change:

Principal Responsibilities

- Act as point of contact (by email, phone, social media and in person where appropriate) to SWB students and refer to relevant service within the University as and when necessary.
- Organise events on and off campus of a social and cultural nature
- Develop a programme of ongoing support seminars throughout the 2015-2016 Academic year.
- Arrange internships onsite and offsite (where appropriate) for SWB students.
- Liaise with internal stakeholders such as Faculty and Administrative offices on issues of module selection and timetabling and other issues when required
- Proactively liaise with external stakeholders such as the HEA and IUA where appropriate
- Coordinate Finance and Marketing activities for SWB students e.g. Invoicing and Social Media Campaigns including reporting on finances.
- General Administrative duties e.g. Filing and updating of website, documentation and marketing materials.

Experience, Skills and Qualifications:

Applicants must hold a Leaving Certificate or equivalent, a recognised secretarial course and five years relevant experience in a computerised office environment. The successful candidate must be a self-starter, will have highly developed communication and interpersonal skills with an ability to build positive relationships with key external stakeholders and colleagues in the university.

- Ability to demonstrate knowledge of IT systems and expert level expertise in MS Office and other administrative applications
- Background in customer services with evidence of customer focused project delivery.
- Be able to demonstrate a high level of accuracy and attention to detail in their work planning and delivery.
- Experience of working in marketing and event management is desirable but not essential.
- An understanding of Brazilian or other similar culture and language is desirable.
- Oral and written skills in a second language preferably Spanish or Portuguese is desirable but not essential.

The competencies required for this position are:

- **Personal Effectiveness/ Excellence:** Continuously strives to achieve high standards of efficiency and quality in the completion of tasks and in approach to working with people. Able to demonstrate ability to work autonomously and as part of a team.
- **Building and Maintaining Relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.
- **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.
- **Communication:** Communicates in a clear manner (oral and written) and actively listens and engages to gain understanding. Respects the importance of privacy and operating in a discreet and diplomatic manner.

Closing Date: Monday 23 November 2015

Salary Scale: * €31,704 - €40,718 per annum

**Appointment will be commensurate with qualifications and experience*

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.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #218: Science without Borders Programme Coordinator

Applications should be submitted by email to 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.

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