



**DCU Student Support & Development, Access Service
Post Entry Project Officer – Administrative Assistant
(Up to 10 month contract)**

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, Counselling & Personal Development, the INTRA work placement office, the Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office and the Inter Faith Centre. Further information on SS&D can be found at: <http://www.dcu.ie/students/index.shtml>.

SS&D is currently seeking a Grade IV Access Officer, who will be positioned within the Access Service. This role may be re-positioned within SS&D in line with the needs of the Unit and the wider University. The work of the Access Service is of central importance to the University's commitment to equality of educational opportunity and in facilitating access to third level education by under-represented groups. The service facilitates entry for students experiencing socio-economic disadvantage.

The Role:

The post of Project Officer aims to provide social, financial and academic supports for Access students in DCU. The Project Officer will be responsible for co-ordinating and implementing a wide range of initiatives designed to facilitate and support Access students to enter and succeed in third level education.

Duties and Responsibilities:

- Develop and deliver the Access Services post-entry supports programme to Access students in DCU.
- Manage assigned caseload of Access students.
- Liaise with Schools / Faculties on behalf of Access Service.
- Facilitate the involvement of DCU Access students in post entry activities and volunteering opportunities.
- Co-ordinate and assist in delivery of the Access Services Summer School
- Monitor the progress of all students on the Access Programme and ensure appropriate suite of supports are provided.
- Make appropriate referrals to internal / external supports as required.
- Act as liaison between funders, students and alumni with regard to Internships and work opportunities.
- Administer Access Scholarships.
- Assist in relevant research and evaluation projects.

- Liaise as appropriate with other support services within SS&D and the wider DCU community to raise awareness of Access Service and the needs of students.
- Liaise with relevant statutory and voluntary agencies on Access matters.
- Assist with the provision and delivery of Pre-Entry Access routes including HEAR and Access DCU.
- Assist with the development and delivery of Access initiatives targeted at minority groups.
- Undertake duties and responsibilities which may be assigned from time to time by the Head of Service or the Director of SS&D.

Experience and Qualifications:

- Candidates must hold a relevant degree, preferably in Social Science, Education or a related field.
- A minimum of 3 years' experience in a third level environment or within the area of Access and socio-economic disadvantage.
- Comprehensive knowledge of access to education barriers.
- Extensive knowledge of the third level learning environment.
- Excellent interpersonal, communication, organisational and administrative skills.

Salary: (Admin Assistant – Grade IV) €33,625 - €50,750

Application forms are available from: <https://www4.dcu.ie/hr/vacancies/internal.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

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: Ext. 5500 or by internal 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 : 185 Post Entry Project Officer

Informal enquiries to: Ms. Ita Tobin; Tel: 7005493; email ita.tobin@dcu.ie

Closing Date: 24th September 2015

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