Dublin City University

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick’s Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

Introduction:

Dublin City University Communications Office is seeking a Communications Officer to assist in the implementation of the University’s internal and external communications strategies.

Job Summary:

Duties of the Communications Officer will include:

- Preparation of regular news releases for regional and national distribution
- Liaison with schools, faculties and departments in developing story ideas
- Development of media contacts across a range of sectors including education, business, technology, science and current affairs
- Preparation of news stories and content for DCU website
- Assistance with management of DCU’s social media channels
- Maintenance of media contact and distribution lists
- Compilation of regular media books of coverage for circulation to internal audiences
- Any other duties which may be assigned by the Director of Communications & Marketing
Requirements:

The successful candidate will have a minimum 3 years’ experience working in communications, preferably in a busy agency or multi-disciplinary environment. They will also require a primary degree or equivalent in communications, public relations, journalism or other relevant field.

Other specific requirements include:

- Extensive experience in media relations, public relations, communications or journalism
- Experience of working with the third-level education sector an advantage
- Experience of research, science, technology or business sectors an advantage
- Exceptional communication skills, both verbal and written
- Strong interpersonal skills with proven experience of building and managing relationships with internal and external audiences
- Experience of web content management systems, preferably Drupal
- Excellent organisational and IT skills with experience creating content for websites and social media channels (Facebook, Twitter, LinkedIn, YouTube)
- Experience of working in a team environment

Salary scale: €46,917-€56,534-Senior Administrative Assistant-Grade V

Appointment will be commensurate with qualifications and experience.

Closing Date: 22nd March 2018

Informal Enquiries:

Informal queries should be addressed to Ms Grainne Mooney-Communications Manager, email grainne.mooney@dcu.ie or telephone 01 700 8518

Please do not send applications to this email address, instead apply as described below

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 815 Communications Officer

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. 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