



Dublin City University

External and Strategic Affairs

International Office

DCU Foundation Programmes Coordinator-Grade IV

(Three Years Fixed Term Contact)

General

External and Strategic Affairs comprises the following units: International Office, Marketing, Student Recruitment, and Community Engagement. The International Office plays a vital role in bringing forward the 'international agenda' at DCU and the unit engages in many activities that result in the recruitment of international students and the coordination of students for participation in exchange programmes worldwide. Amongst its many activities, the Office is responsible for the promotion of DCU at international events and the welfare of international students – both at the pre-arrival stage and upon arrival at DCU – and acts as a 'one-stop-shop' for queries of various natures.

The Role

We are seeking a talented and motivated person to join our small team as an Administrative Officer. DCU has recently entered into a new collaborative agreement with the EduCo International Group, specialising in the development and delivery of on-campus undergraduate and postgraduate foundation programmes. The Administrative Officer will play a leading role in the rollout of these foundation programmes, working closely with EduCo and the DCU academic departments and support units.

Principal duties

The successful candidate will be required to carry out a range of duties, including but not limited to the following:

- Coordinate the admissions process for entry onto the foundation programmes, including close collaboration with EduCo and academic departments.
- Manage the rollout of the undergraduate and postgraduate foundation programmes, including liaison with EduCo and relevant academic departments and support units.
- Provide support to foundation programme staff, including orientation to DCU, and administrative support for the day-to-day running of the programmes;
- Provide administrative, academic and social/personal support to foundation students throughout their time at DCU;

- Develop promotional material and online and social-media resources to support the foundation programmes;
- Other administrative and organisational tasks as may be required from time to time by the Director and/or VP of External and Strategic Affairs.

The role will involve international travel and will involve working outside normal office hours during various times of the year. Applicants should note that holidays may not be taken during peak times (September, January and other times depending on assigned duties).

Candidate Specification

Requirements - Essential

- Relevant Third-level qualification;
- Significant experience in international education, especially in international student admissions;
- Ability to network with wide-ranging contacts and to develop positive working relationships with internal and external stakeholders;
- Excellent time management skills, ability to plan and prioritise work and meet deadlines with accuracy and attention to detail;
- Ability to work both as part of a team and autonomously, depending on the task at hand;
- Excellent interpersonal and communication skills with fluent English and good writing skills;
- Ability to travel overseas.

Requirements - Desirable

- Experience of supporting international students throughout the student lifecycle;
- Experience of academic programme management;
- Significant marketing experience including planning promotional campaigns using print, social media and digital marketing.

The competencies required for this post are:

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 and that of other team members.

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

Salary Scale:

*€34,625-€51,750 pro rata Administrative Assistant

Appointment will be commensurate with qualifications and experience.

Informal Enquiries to: Paul Smith, International Director.

Email: paul.smith@dcu.ie Tel: 01 700 8694

Closing date: 31st Aug 2017

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; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie. **Along with the application form, please submit a CV and cover letter.**

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 637 DCU Foundation Programmes Coordinator.

Applications should be submitted by e-mail 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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