



Dublin City University
International Office
International Assessment Officer - Grade IV
(Up to 1-Year Contract)

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 recruitment of international students – this role is involved in both at the pre-assessment and full assessment of applications from International undergraduate and postgraduate students – The role will also encompass International Fee Assessment.

This role arises from the sharp increase in applications received by DCU in this academic recruitment cycle. For this contract the successful candidate will work closely with colleagues in the International Offices' to ensure that turnaround times from application to offer are in line with best practice.

Specific Duties:

The successful candidate will work closely with other members of the International Office, Academic Registry, Fees team and Student support and Development and Academic Co-ordinators.

The duties & responsibilities of the role will include but are not limited to the following:

- Assessment of applications from undergraduate and postgraduate students.
- Assessment of Fee status.
- Making recommendations for students that meet the academic requirements to DCU to pursue one of the pathway options available to them:
 - Direct Entry
 - Foundation
 - Pre-sessional
- Working with colleagues in the International office provide information on Programme provision and requirements
- Liaise with programme Chairs where necessary
- Ensure deadlines around offer acceptance are met
- Maintain detailed records of the student pipeline
- Liaison with other faculties and units within the Institution (Registry, Finance, SS&D, Faculty & School).

- Counsel and advise prospective applicants and parents on DCU's undergraduate and postgraduate application and admissions processes.
- Evaluate applications for DCU's Merit Scholarship Programme.

As the requirements of the students and the environment change, flexibility in relation to duties is essential.

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 and has a high level of attention to detail.

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 discipline
- A minimum of 3-years relevant experience at the appropriate level
- Knowledge of International assessment processes for HEI programmes
- Commitment to fostering cultural diversity amongst the student body
- The ability to work in a diverse, busy environment
- Flexibility regarding working hours
- Financial analytical skills
- Possess accurate computational skills
- The position requires professionalism
- The candidate must be self-directed and able to use judgement in determining whether applicants meet requirements for admission to DCU.
- Applicants must have the ability to assess workload, in order to organise and prioritise their work to meet deadlines with efficiency and accuracy

Salary scales: *€34,971-€52,268

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

Closing date: 09th March 2018

Application Procedure

To apply for this role, applications should include a CV and covering letter and be submitted with the application form to the Human Resources Department as outlined below.

Application forms are available from the DCU Current Vacancies (internal Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #802 International Student Assessment 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

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