Applications are invited from suitably qualified candidates for the following position:

**Dublin City University**

*European Consortium of Innovative Universities Project Officer – Administrative Assistant*

*Research and Innovation Support*

*Two Year Fixed Term Contract*

**Overview**

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. It is research-intensive, globally engaged and distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life and in the workplace, by providing a high-quality education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU’s consistent presence in the rankings of the world’s top young universities.

In 2019 DCU successfully applied, with 10 European partner institutions, for the Erasmus+ grant scheme ‘European Universities’. The resulting project, entitled European Consortium of Innovative Universities (ECIU) University, commenced in November 2019. The European Universities initiative takes forward the concept of collaborative networks of universities across Europe, enabling students to obtain a degree by combining studies in several EU countries. The scheme seeks to strengthen the links between teaching, research and innovation and knowledge transfer, by demonstrating the benefits of multilingual learning, the mutual recognition of qualifications and by developing joint education and research programmes and projects. We now seek to recruit a Project Officer to support the activities and outputs for this project.

**Role Profile**

The ECIU University project is comprised of nine work packages covering development of multi-disciplinary, pan-European, challenged-based education; research; embedded mobility, and development of supportive systems and policies. More information about the project may be found at this link [https://www.eciu.org/eciu-university](https://www.eciu.org/eciu-university). DCU is leading Work Package Two (Research), and contributing to all others work packages.

In this role, the ECIU University Project Officer will primarily work on supporting the achievement of deliverables for Work Package Two which focuses on developing joint research policies and research support practices with our partner universities.

The Project Officer will also support DCU’s contribution to the other project work packages as needed, and complete other auxiliary tasks, for example host visiting delegations coming to DCU, as
required. The Project Officer will work directly with the partner universities and the relevant DCU staff working on the ECIU University project.

**Duties and Responsibilities:**
Please refer to the job description for a full list of duties and responsibilities associated with this role.

**Qualifications and Experience**
The successful candidate must hold a primary degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years’ relevant experience. Ideally the candidate will also hold a postgraduate degree.

The successful candidate must have:

- Excellent writing skills, including report writing and drafting minutes.
- Excellent event management and administrative skills.
- Relevant experience of European grants (Erasmus+ and/or Horizon 2020).
- Demonstrable experience of working in a cross-functional team.
- Ability to work well under pressure work on her/his own initiative.
- Proven ability to collaborate and build relationships with internal and external stakeholders.
- Excellent interpersonal, communication and organisational skills.

**Mandatory Training**
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

**Salary Scale:**

**Administrative Assistant Salary Scale:** point 1 €35,939 – point 8 €49,856 inclusive*

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

**Closing date: 29th May 2020**

**Informal Enquiries**
Informal enquiries in relation to this role should be directed to:
Dr. Rachel Barrett, Research Support & Innovation, Dublin City University.
Email: rachel.j.barrett@dcu.ie

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

**Application Procedure:**
Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #RF1353 European Consortium of Innovative Universities Project Officer
Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.