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

**Senior Mobilities Officer, Grade V, Senior Administrative Assistant**  
**International Office**  
**Permanent**

**Role Profile**

The successful candidate will be responsible for developing and delivering student mobility (inbound and outbound) within the context of the wider International Office team, working with teams in Faculties and in Professional Services ensuring outcomes are aligned to the University's strategic aims. The successful candidate will role model leadership and lead a cohesive and influential mobility function. They will identify business risks and opportunities, and provide flexible, innovative solutions that will deliver on identified objectives. They will continually evaluate their own impact, and the overall function, in order to improve as a professional and drive sustainable performance.

Working as part of a dedicated team, the role will provide comprehensive administrative support in all mobility related activities, as determined by the Director of the International Office. This focus may change over time with the development and expansion of the Office. The successful candidates will be expected to represent DCU at events (home and abroad) and to spend time travelling overseas.

The Senior Mobilities Officer will report to the Director of the International Office, and will liaise closely with the Global Recruitment Manager, International Office staff, colleagues within offices of the Office of the Vice President for External Affairs, and the wider University community (Faculty Offices, Registry, etc.).

The role requires flexibility, initiative, resilience, and the ability to work out of hours and weekends with notice.

**This position is open to candidates who meet the following criteria:**

1. Candidates must hold an appropriate third level qualification and have three years’ experience working in a relevant area (examples would include mobility, project management, marketing, higher education, etc.).

2. Knowledge of the Irish higher education sector, including mobility processes and infrastructure and the experience of international student mobility programming would be advantageous.

**Additional Experience:**

1. Demonstrate significant experience of operating nationally and internationally with a strong cultural awareness.
2. Proven track record of exercising sound judgement and decision-making on a variety of administrative and academic matters.

3. Excellent understanding of the administrative processes, to include academic information management systems, registration, enrolment, assessment, examination boards, and learning agreements.

4. Evidence of effective leadership, management and supervisory roles are essential. Able to provide guidance to others and work well within a team.

5. Effective communication (oral and written) skills including negotiation, persuasion and influencing colleagues and stakeholders.

6. Expertise of coordinating large, multi-functional teams, and/or projects.

7. Experience of financial reporting and budgeting.

8. Evidence of an outward looking and future focussed approach, using professional networks to identify trends and innovative approaches that will inform the mobility planning.

9. Evidence of providing high quality customer care focusing on the delivery of a personalised and positive experience. Exceptional stakeholder relationship management and customer services skills and the ability to work across complex boundaries and locations.

10. Evidence of working collaboratively with colleagues and senior leaders, where shared insights, priorities and activities have been developed as part of the plan and strategy.

Closing date: Friday 15th November 2019

Salary Scale: €48,215 - €58,098

Informal Enquiries in relation to this role should be directed to:
Mr Paul Smith, Director of the International Office, Dublin City University.
Phone +353 (0)1 7008694 Email: paul.smith@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/hr/vacancies/index.shtml and also from the Human Resources Department Tel:+353 (0) 1 7005149.

Please state clearly the role that you are applying for in your application and email subject line: Job Ref #963A Senior Mobilities Officer, International Office.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

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.