



Leadership & Life Skills Centre Coordinator

(3 year fixed term contract)

(Admin Assistant- Grade IV)

Student Support and Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, Learning Support, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, the Access Office and the Careers Service. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

As a result of a recent successful HEA funding application, SS&D will be opening a Leadership & Life Skills Centre during the academic year 2019/20. We are currently seeking a dynamic and flexible individual, who will work with the Centre Manager and other stakeholders to deliver a dynamic Centre which will have a transformative impact on the current and future generations of students in DCU.

The Role:

The successful candidate will report to the Centre Manager and will be responsible for the development of a marketing plan and promotional materials for the Centre, providing information to students and staff on opportunities available and providing administrative support to ensure the smooth operation of the Centre. As this is a new initiative, the role will develop and the successful candidate will be expected to show flexibility in discharging his/her duties.

Key Responsibilities:

Under the leadership of the Centre Manager, the Coordinator will be responsible for:

- Developing and executing a marketing plan and promotional materials for the Centre
- Developing relationships and liaising with internal and external stakeholders on relevant activities
- Developing and maintaining a database of internal and external contacts
- Providing information to students and staff as required using face-to-face interactions and presentations, social and other media
- Ensuring the Centre / other facilities are ready for use for all events and activities
- Ordering necessary equipment and materials as required and maintaining the physical spaces
- Recruiting student helpers as required and arranging Garda Vetting when necessary

- Book-keeping / providing financial reports as and when required
- Diary management / Arranging travel and meeting arrangements for the Centre Manager and in-coming guests

As this is a new initiative, the Centre Coordinator will be expected to show flexibility in achieving the goals of the Centre.

Requirements / Skills:

- Undergraduate degree in a relevant field or equivalent
- Evidence of experience developing marketing plans
- Proven organisational and administrative skills
- Evidence of project planning
- Excellent networking and interpersonal skills
- Experience in financial reporting / book-keeping
- High degree of comfort working with IT systems
- Experience working in a customer-facing role
- Ability to work in a dynamic, diverse environment with on-going change

Competencies Required for this Role:

1. Building & Maintaining Relationships

The successful candidate will show flexibility when dealing with different individuals and situations and be able to adapt to each situation as appropriate; will remain calm and confident when dealing with difficult situations and maintain confidentiality as and when required. The candidate will build and maintain excellent working relationships with staff, students and external stakeholders.

2. Personal Effectiveness and Excellence

The successful candidate will monitor and review progress on work plans and pro-actively plan ahead; will respond appropriately and promptly to evolving situations and continue to review projects through to successful completion.

3. Problem Solving & Decision Making

The successful candidate will pro-actively review data and trends and react accordingly, escalating as and when required. S/he will gather relevant information in the wider environment and make decisions based on that information.

4. Knowledge of the Process & IT

The successful candidate will show an interest in and understanding of IT systems and process and is willing to embrace new technologies.

Salary Scale: €35,321 - €52,791*

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

Closing Date: 19th June 2019

Informal enquiries: Informal enquiries and requests for additional information may be addressed to: Dr. Claire Bohan, Director of Student Support & Development, email: claire.bohan@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://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 brief CV and cover letter. Please clearly state the role that you are applying for in your application and email subject line: Job Reference Ref #ST1229, Leadership & Life Skills Centre Coordinator.

Dublin City University is an equal opportunities employer