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

Student Support and Development
Student Learning Officer - Grade V
3 Year Fixed Term Contract

Role Profile
As part of the Student Learning team, the Student Learning Officer will coordinate and develop a strong academic support framework for all students of the institution at undergraduate and postgraduate level, in collaboration with colleagues. The successful candidate will be required to provide, in particular, specific academic skills development support to students registered with the Disability & Learning Support Service, Access students, Mature students, students availing of the Counselling & Personal Development service and ‘at risk’ students. The post holder will be required to meet deadlines, work as part of a team and deal with a diverse and sensitive range of inquiries and at times work under pressure.

This position is open to candidates who meet the following criteria: A primary degree and postgraduate qualification (Masters or Doctorate) preferably in Education, Psychology or a related area;

• A minimum of three years’ relevant experience working with students in a Higher Education environment Satisfactory experience in one-to-one and group training delivery, group facilitation, educational supports, curriculum development;
• 3 years’ relevant work experience working with individuals on a one-to-one basis to enhance performance, confidence and learning outcomes
• 3 years’ work experience in a teaching or facilitation or training and development role
• Demonstrable high quality academic writing skills
• Working knowledge of the challenges facing diverse learners (e.g. mature students, students with disabilities or mental health conditions and students from socio-economically disadvantaged backgrounds) at university
• Experience developing online learning resources
• Certified training in basic mental health first aid and suicide prevention e.g. HSE Safetalk and Asist suicide prevention programmes (Desirable)

Additional Experience:

• Candidates will ideally have excellent interpersonal & I.T. skills, and a demonstrative ability to build relationships and positive rapport with students and staff.
• Awareness and understanding of new resources, practices and issues in the Higher Education sector
• A knowledge of evidence-informed interventions in student support at university in line with international best practice

• Excellent presentation and facilitation skills for face-to-face and online sessions

• Excellent time management, organisation and project management skills

Salary Scales:
Snr. Admin Assistant salary scale: €48,125 – €58,098
*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Snr. Admin Assistant salary scale in line with current Government pay policy.

Closing date: 11 November 2019

Informal Enquiries:
Informal enquiries may be addressed to Ms. Annabella Stover, Deputy Director of Student Support and Development, Annabella.stover@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 #ST1235B Student Learning Officer

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

Dublin City University is an equal opportunities employer and holds an Athena SWAN bronze award. Information on a range of university policies aimed at creating a supportive and flexible work environment is available at http://www4.dcu.ie/policies/policy-starter-packs.shtml. The University and the School are committed to promoting gender equality.