



Applications are invited from suitably qualified candidates for the following position

**Postgraduate Recruitment Officer
Professional 4 (P4)
Student Recruitment
Permanent (Full-time)**

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The Student Recruitment Office is responsible for all communications and activities relating to the promotion of DCU to prospective undergraduate and postgraduate student and relevant audiences.

The team comprises a Head of Student Recruitment, one Senior Recruitment Officer and four student recruitment officers. The Student Recruitment Team reports to the Executive Director for External Engagement.

Role Profile

The Postgraduate Recruitment Officer role is based in DCU's Student Recruitment Team, reporting to the Head of Student Recruitment or in their absence, the Senior Recruitment Officer. The purpose of this role is to promote DCU through a wide range of events and initiatives primarily at postgraduate level to key stakeholders, including prospective students, graduates and organisations. This role will require a commitment to a full understanding of DCU offerings and the Higher Education sector.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

The candidate must hold a Primary degree or equivalent and have a minimum of two years' relevant work experience. Ideally, the successful candidate will have experience in one or more of the following areas: sales/marketing/PR/student recruitment or career guidance. Candidates should possess excellent interpersonal, communication and administrative skills, be competent project managers and have the ability to complete projects on time and within budget. It is essential that candidates possess a full driving license for this role.

In addition, the successful individual will have:

- Demonstrable ability to work with multiple digital technologies and a solid comprehension of mobile and web technology.
- The ability to continuously learn and understand the digital landscape and marketplace for communicating with prospective students.
- Communicates in a clear manner and actively listens and engages to gain understanding – Uses a variety of communication methods in a professional manner and appropriate to the audience.
- Continuously strives to learn and adopt best practice
- Has an ability to develop and maintain good working relationships with colleagues and internal and external stakeholders

Essential Training

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

Salary Scale:

Professional 4 (P4) - €37,530- €55,890.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Tuesday 16th August 2022

For more information on DCU and our benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Ms Fiona Reynolds – Head of Student Recruitment, Dublin City University.

E-mail: fiona.reynolds@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 website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

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 #BC220704 Postgraduate Recruitment Officer

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy](#)