



Applications are invited from suitably qualified candidates for the following position

**Head of Student Recruitment
Administrator III
Permanent Contract**

Dublin City University

Dublin City University www.DCU.ie 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The DCU Student Recruitment team is responsible for the execution of the Student Recruitment Strategy, including related promotional activities targeted towards prospective Irish, EU and non-EU based students and their associated stakeholder audiences. The Student Recruitment team reports into the Executive Director of Engagement via the Head of Student Recruitment.

Role Profile

DCU is seeking to appoint a Head of Student Recruitment. This results driven, dynamic and innovative individual will be responsible for developing and advancing DCU's new Student Recruitment Strategy and ensuring performance against plans using data insights. They will be required to build, lead and motivate a reconfigured Student Recruitment team responsible for attracting high quality undergraduate, postgraduate and international students to study at DCU. The nature of student recruitment involves a high level of collaboration, coordination and cross-functional activity. In

addition to the responsibility for domestic student recruitment, the post-holder will be responsible for recruitment of Undergraduate and Postgraduate students from across the EU and key international markets, working with all five Faculties to implement their internationalisation plans and targets.

The successful applicant will be responsible for the effective management of the Student Recruitment Team in order to optimise the DCU student intake on an annual basis. At relevant times of year, the recruitment team will be required to work cross-functionally to support the student admission and transition process.

Duties and Responsibilities

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

Qualifications and Experience

- Applicants must hold a primary degree or equivalent ideally in sales, student recruitment or digital marketing
- Minimum 5+ years student recruitment and/or career guidance or sales and business development experience in a managerial role in an education/training or commercial sales and marketing setting
- Strategic digital marketing and sales skills will be a distinct advantage
- Applicants must be able to demonstrate an ability to lead and manage a high performing team
- Candidates must possess excellent relationship management, negotiation, interpersonal, communication and administrative skills and be able to clearly demonstrate their experience in these areas
- Applicants should have change-management experience, preferably with established credentials in project management, and can demonstrate delivery of complex projects on time and within budget
- Applicants should be familiar with leading and working within cross-functional teams within Higher Education or a similar complex business environment
- Experience of budget preparation, management and reporting will be required
- Possess strong attention to detail and high accuracy
- The ability to remain calm under pressure and adapt to the needs of a busy and changing environment
- Exceptional organisational, planning and problem solving skills
- It is essential that candidates possess a full, clean driving license

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. Please note this role will be subject to the Garda Vetting process.

Salary Scale: Administrator III - €83,674 - €110,287

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

Closing date: Friday 14th January 2022

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

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

Title. Ms Laura Mahoney, Executive Director of Engagement, Office of the Executive Director of Engagement, Dublin City University.

Phone + 353 (0)1 7007061 Email: laura.mahoney@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> (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:
#NR192 Head of Student Recruitment**

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 Starter Packs](#)