



## **JOB DESCRIPTION**

### **Research Assistant**

**School of STEM Education, Innovation and Global Studies**

**DCU Institute of Education**

**Maths4All Professional Learning Communities funded by Science Foundation Ireland**

**Fixed Term Part-Time (2 days per week)**

### **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.

## **Role Profile**

The Maths4All professional learning communities project, funded by Science Foundation Ireland (SFI), involves a partnership between Dublin City University, Clare Education Centre, and the Teachers' Research Exchange (T-Rex) network. Led by a team of mathematics education experts within DCU Institute of Education, this project will develop capacity for quality mathematics education in preschool and primary by supporting professional learning communities.

## **Duties and Responsibilities**

The Research Assistant will provide direct assistance to the Maths4All Project Team and play a key role in the development, implementation, and evaluation of the Maths4All Professional Learning Communities project, reporting directly to the Project Lead.

The duties and responsibilities of the position include, but are not restricted to, the following:

- Coordinating the implementation of the Maths4All professional learning communities' project;
- Set-up of T-Rex platform for various professional learning communities and provision of materials for the same;
- Provision of technical and mentor support for teachers' engagement with the T-Rex platform;
- Development, editing and proofing of materials for Maths4All website;
- Organising logistical and administrative aspects of project, e.g., managing project resource allocation, circulating relevant information and materials to participants, ordering, and tracking resources for participating schools and teachers;
- Tracking project deliverables using appropriate tools and reporting on same to project partner-meetings;
- Implementing and managing project changes and interventions to achieve desired outputs;
- Work closely with the Maths4All Project team to identify the appropriate content required for promotional materials and appropriate dissemination procedures in relation to the project;
- Any additional administrative activities and additional duties associated with the Maths4All project.

## **Qualifications and Experience**

- Relevant qualification in Education, Learning Technology or related Discipline (Level 9 NFQ);
- Knowledge of and experience in mathematics education and/or teacher education and/or learning technology;
- Excellent presentation and communication skills, both verbal and written;
- Strong project management and organisational skills and experience;
- Strong financial management and administration skills and experience;
- Excellent IT skills, including experience of learning technologies, word-processing, presentations, and spreadsheets;
- Ability to prioritise, work under pressure and to meet strict deadlines;
- Ability to work independently and also to contribute as part of a team;

- Excellent interpersonal skills and the ability to work on his/her initiative;
- Comprehension of the role of research and continuing professional development in teacher education is desirable;
- A knowledge of primary education, and the Irish professional development context for teachers is desirable.