



Applications are invited from suitably qualified candidates for the following position

Erasmus Mundus Joint Masters Project Officer - Grade IV
Faculty of Humanities and Social Sciences
11 Month Contract

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 Context

As part of its Teaching and Learning and Internationalisation strategies, DCU is in the process of building its portfolio of combined programmes with international strategic partners, particularly the Erasmus Mundus Joint Master (EMJM) degrees programmes. University structures to assist with the Erasmus Mundus Joint Master degrees will evolve over the coming year(s). While the post is located within the Faculty of Humanities and Social Sciences (www.dcu.ie/humanities-and-social-sciences) in the first instance, it will ultimately be integrated within a central team devoted to the provision of assistance to EMJM degrees.

Role Overview

The Faculty of Humanities and Social Sciences has recently secured in excess of €5M Erasmus+ funding for the European Master in Law, Data and Artificial Intelligence (EMILDAI: www.emildai.eu). DCU is the coordinating institution that will be responsible for the management of the EMILDAI programme and the coordination of three partner universities from France, Italy and Spain.

The post holder will initially work as part of the Faculty Administration Team to manage and provide professional assistance on a broad range of activities specifically associated with the delivery of the EMILDAI project and associated programme.

The role will involve the management and coordination of a number of aspects of the EMILDAI project and the related master's programme, including the production, exchange and maintenance of academic, administrative and financial records, assisting the academic project coordinator in relation to assessment of applications and overall coordination of the project, liaising with the relevant DCU units, partner universities and the EU Commission, assisting with the organisation of events, and coordinating the promotional strategy of the project.

The role will require the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes. The post holder will be offered the possibility to attend international workshops in Europe, visit the partner universities, and undertake specific training on EU project management.

The Project Officer will report, in the first instance, to the Faculty Manager or his/her nominee. As indicated above, the responsibilities of the post holder may change over time, in line with the needs of the University.

Duties and Responsibilities

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

Qualifications and Experience

The post holder will have:

- A primary degree (NFQ Level 7) Qualification or equivalent
- A minimum of three years' relevant experience

In addition, the ideal candidate will have:

- Experience in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment or in relation to EU funded projects
- Ability to work autonomously and take ownership of outcomes for key projects/tasks
- Project management skills and the ability to prioritise and manage multiple tasks simultaneously
- Ability to work with a variety of stakeholders at various levels internally and externally
- Excellent communication skills, both written and verbal (working knowledge of French, Spanish or Italian is an advantage)
- Excellent teamwork and collaboration skills
- Excellent presentation and facilitation skills

- Demonstrable commitment to high quality in their work

Essential Training

The post holder will be required to undertake the following essential training: Data Protection, GDPR, Compliance and Health and Safety. Other training may need to be undertaken as and when required.

Salary Scale:

Administrative Assistant IV: *€37,158 - €55,337 refer to [DCU Pay scales](#) for the applicable pay scale

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

Closing date: Thursday 10th March 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:

Dr Edoardo Celeste, EMILDAI Project Coordinator, Faculty of Humanities and Social Sciences, Dublin City University. Email: edoardo.celeste@dcu.ie

Application Procedure:

Please submit a cover letter and CV to michelle.brennan@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #ST1630 Erasmus Mundus Joint Masters Project 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 Starter Packs](#)