



**JOB DESCRIPTION**  
**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 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](http://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](http://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 include, but are not confined to the following:**

### **Project Management**

- Coordinate and oversee the administration of the Project
- Prepare data on student applications, assist with the assessment and scholarship review and manage associated communications
- Collate and maintain information and documentation to assist with the management, delivery and reporting of the Project and the Programme
- Liaise with relevant University offices and partner institutions
- Manage the financial records and processes associated with the Project including scholarships
- Support the organisation of events, summer schools, and student mobility
- Coordinate the promotional strategy of the Project and engage in marketing and promotional activities including web page updates and social media communications
- Coordinate working groups for system and process developments as required

### **Academic Programme Administration**

- Monitor Programme applications and prepare reports for application assessment and scholarship ranking
- Manage the collation and processing of student results, ensuring data accuracy, quality and integrity is maintained
- Produce accurate reports for review with internal and external academic colleagues in line with University regulations

- Provide a comprehensive level of administrative assistance to the EMILDAI Partnership, Management Board and sub-committees, including creating agenda for meetings, minute taking, pursuing arising actions and maintaining appropriate records
- Updating approved academic programme information on relevant databases;
- Share information with Partner Universities in accordance with the information protection and sharing requirements associated with this programme.
- Liaising with central University units in relation to student queries and applications;

Due to the dynamic environment within the Faculty and the University, the range of duties and responsibilities attaching to the post will be subject to change.

### **Qualifications & 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