



JOB DESCRIPTION

STEM Teacher Internship Programme Administrator Professional 2 (P2) CASTel/School of Physical Sciences Fixed Term Contract (July - December 2022)

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.

STEM Teacher Internship (STInt) programme

The STInt programme (<http://stemteacherinternships.ie/>) aims to inform teaching and learning practice, provide role models and inspire future generations of students (particularly girls) to enhance their knowledge of STEM/careers and foster sustainable school-industry collaborations. These aims will be achieved through facilitating STEM internships for pre-service and in-service teachers of STEM subjects, both at primary and second level across Ireland. Many studies have shown that teachers are significant influencers on a student's career choice.

The STInt programme provides opportunities for teachers to complete paid summer STEM Internships (12 weeks) and apply their STEM knowledge and skills in an industrial context. This placement allows teachers to acquire firsthand experience of the roles and careers of STEM professionals and thus gain a deeper understanding of the applications and impacts of STEM in authentic real world settings. The STInt programme has evolved from a pilot initiated by CASTel at DCU, together with the 30% Club and Accenture in 2016 and has rapidly expanded to facilitate on-site, remote and hybrid internships across

Ireland over the past six years. In 2022, the STInt programme aims to offer 75 internships to pre-service teachers from DCU, UCD, MU and UL in partnership with 35 host organisations – Abbvie, Accenture, AIB, Alcon, Alexion, APC & VLE Therapeutics, Apple, Astellas, Bank of Ireland, Boston Scientific, Citi Bank, CÚRAM, Deloitte, DIAS Dunsink Observatory, Eirgrid, Ericsson, Ervia - Irish Water, ESB, EY, Fidelity Investments, Future Neuro, IBM, Intel Movidius, Intel MPE, Jabil, Microsoft, MSD, PwC, Simply Blue Group, SSE Airtricity, Stryker, Vistamilk, Vodafone and Xilinx.

Role Profile

Applications for the position of Programme Administrator with a demonstrated interest and ability in administration and communications in academic and/or industry are now invited. The successful individual will play a key role in supporting the administration of the STInt 2022 summer programme, preparing for and launching the STInt 2023 programme, assisting with programme evaluation data collection, and actively communicating the opportunities and achievements of the programme.

Duties and Responsibilities

The main duties and responsibilities of this role include but are not limited to:

- Assist with programme activities with hosts, interns and partner institutions participating in the 2022 programme
- Coordinate intern videos for the 2022 programme
- Prepare extended case studies highlighting STInt alumni achievements
- Assist with onboarding new and existing host companies for the 2023 programme
- Assist with recruiting interns for the 2023 programme
- Update and maintain programme website to highlight the opportunities and achievements of the programme
- Update and maintain the programme social media accounts to highlight the opportunities and achievements of the programme
- Update guidelines for new participating organisations and STInt Interns
- Engage with STInt interns, hosts, and partner universities to record their experiences, feedback and testimonials
- Assist with the preparation of the Annual Report 2022
- Provide administrative assistance for the Programme Manager and Programme Directors

Reporting to the Strategic Programme Manager, Katie Keogh, and supported by the DCU Academic Coordinators, Associate Professor Eilish McLoughlin and Professor Deirdre Butler, the STEM Internship Programme Administrator will focus on assisting with the administration and communication of the STInt Internship programme in 2022.

Qualifications and Experience

Applicants must have a leaving certificate plus a recognised secretarial qualification and 3 years relevant experience OR a recognised secretarial course plus 5 years relevant experience without a leaving certificate.

Applicants must also be able to demonstrate evidence of:

- Strong interpersonal and communication skills both written and verbal
- An ability to work effectively - unsupervised, individually and as part of a team
- Experience of managing social media accounts
- Experience with IT tools relevant to various aspects of the role

Candidates will also ideally have:

- Primary degree or equivalent (NFQ Level 7) in a relevant area
- 1 year relevant experience in administration or communication in an academic and/or industry setting.
- Experience of working in an educational setting
- Familiarity with the issues facing STEM pipelines for future technology job roles

Essential Training

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.