



JOB DESCRIPTION

**Erasmus Mundus Joint Masters Project Officer
Professional 4
Faculty of Humanities and Social Sciences
Fixed Term Contract up to 31 October 2027**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music and a number of research centres and institutes. It is DCU's largest faculty, offering long-established subjects such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Religious Studies, and Philosophy and newer disciplines such as Media Studies, Journalism, Social Entrepreneurship, Translation Studies and International Relations.

Role Profile

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 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 to the Faculty Manager or his/her nominee and will work closely with the Principal Investigator/Programme Chair. As indicated above, the responsibilities of the post holder may change over time, in line with the needs of the University.

Duties and Responsibilities

Project Management

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

- 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.
- Assist 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.
- Disclose information with Partner Universities in accordance with the information protection and disclosing requirements associated with this programme.
- Liaising with central University units in relation to student queries and applications.

Qualifications and Experience

The post holder will have:

- A primary degree (NFQ Level 7) Qualification or equivalent.

In addition, the ideal candidate will have:

- A minimum of three years' relevant experience.
- 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 freely 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).
- Experience in writing grant applications.
- Excellent teamwork and partnership skills.
- Excellent presentation and facilitation skills.
- Demonstrable dedication to high quality in their work.