



Applications are invited from suitably qualified candidates for the following position

**Employer Engagement Officer (Operations)
Professional 4 (P4)
Student Support & Development
Permanent**

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.

Overview of the department

Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which includes the Careers Service, Student Advice Centre, Counselling & Personal Development, Student Learning, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, and the Access Office. Further information on Student Support & Development can be found at:

<http://www.dcu.ie/students/index.shtml>

The Careers Service within SS&D is currently seeking an Employer Engagement Officer (Operations) to work in a flexible and fast-moving environment to deliver an engaging range of services for student and employers.

Role Profile

The Careers Service works with all students from undergraduates, postgraduate taught and postgraduate research to help students and recent graduates reach their potential and fulfil their career aspirations. A core activity of the Service is connecting students with employers.

The successful individual will deliver on employer engagement activities assisting the overall strategic and operational direction of the Careers Service. The individual will report to the Head of the Careers Service or nominee.

Duties and Responsibilities

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

Qualifications and Experience

Essential Criteria

Candidates must possess:

- A primary degree or equivalent at NFQ Level 7.
- A minimum of three years' recent relevant experience of working in a marketing communications or events management role/department in-house or agency.
- Excel at cultivating and maintaining good working relationships with all internal and external stakeholders.
- Evidence of excellent communication skills (oral and written).
- Excellent planning and organisation skills.
- Strong interpersonal skills and ability to operate on own initiative as well as part of a team.
- Evidence of IT skills.

Desirable Criteria

- A relevant post graduate qualification.
- Previous experience of working in event management or working in a client relationship role.
- Capable of delivering multiple projects simultaneously.
- Possess strong attention to detail and high accuracy.
- Good knowledge of database management and experience using Customer Relationship Management Systems.
- Experience of project management.

Essential Training

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

Salary Scale:

Professional 4 (P4) - €37,530 - €55,890

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

Closing date: Friday 2nd September 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:

Ms. Yvonne McLoughlin, Head of Careers Service, Dublin City University.

Email: yvonne.mcloughlin@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to

hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
#BC220619 Employer Engagement Officer (Operations)**

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](#)