



Applications are invited from suitably qualified candidates for the following position

**Senior International Mobility Officer
Professional 6
DCU Placement
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

Placements, including international study, international traineeships, work/industrial placements, clinical and practice placements have been a defining characteristic and an integral part of a large

proportion of undergraduate programmes at DCU since its foundation. Recognising the very substantial contribution that placement makes to the personal and professional development of students, the University has made a strategic commitment to extend international study placement opportunities to a wider range of undergraduate programmes. The International Mobility Team's area of focus is on accredited student placement in partner universities internationally, and hosting of partner institutions' students in DCU. It also includes staff mobility. It is part of the DCU Placement Unit, a unit that facilitates and supports accredited placement in enterprise and academic settings, both nationally and internationally, and has oversight of professional clinical and practice placement activities. The International Mobility staff work closely with DCU Faculties and Schools, Academic Programme leads, DCU Global Recruitment, and central support units (such as Registry, Student Support & development), external placement partners and stakeholders. The team are student facing. The International Mobility team strive to improve and enhance the international mobility experience of all students, staff and partners. Student experience is a core

Role Profile

The Senior International Mobility Officer will direct and manage the International Mobility function to provide a professional and comprehensive service to students to ensure that DCU students have a positive and life enhancing international mobility experience. The successful candidate will report to the Director of Placement or nominee and will liaise with administrative colleagues, Faculties, Schools, central support units, and external stakeholders on a regular basis. The successful candidate will be a motivated self-starter, with primary accountability for the implementation of comprehensive professional administration of a number of specified areas including Study Abroad, Exchange, Erasmus+, Staff Mobility and any others determined by the Director of Placement or nominee(s). The role involves communication with multiple stakeholders including national organisations and Government Departments, the use of business systems, adherence to strict deadlines, the ability to deal efficiently with data, reporting of data, teambuilding and management, and simultaneous progression of multiple processes. The successful candidate will be located in the DCU Placement Unit on Glasnevin Campus, Dublin 9.

Duties and Responsibilities

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

Qualifications and Experience

Essential

- Applicants must hold a minimum of a primary degree, and possess at least five years relevant experience, preferably within the Higher Education sector.

In addition to this, applicants must demonstrate;

- Excellent administrative ability with the capacity to exercise judgement and make decisions on a range of matters and with very strong organisational and IT skills.

- Excellent communication skills (written and oral) and the ability to influence and negotiate with a range of diverse stakeholders.
- The ability to lead and motivate colleagues, to exercise good judgement, and to challenge positively while working with a variety of stakeholders.
- Demonstrate competence in the use of complex IT systems.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- Data management, reporting and analysis skills.
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus.
- Be able to contribute to the on-going development and refinement of administrative processes.
- Ability to meet deadlines and to develop strong working relationships with staff throughout the University and with international partners and third party providers.
- Dedication to a high quality in their work.
- An understanding of academic programme delivery and an understanding of academic regulations.
- An understanding of customer service and an appreciation of the requirements of international mobility function.
- Empathy with the needs of international students.

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 6, salary scale €57,236 – €81,573

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

Closing date: Wednesday, 11th January 2023

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Title. Ms. Paula Murray, Director of Placement, DCU Placement, Dublin City University.

Email: Paula.Murray@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:
#BC220904 Senior International Mobility 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](#)