



Applications are invited from suitably qualified candidates for the following position

**Administration Officer (Engagement)
Professional 4 (P4)
Office of the Executive Director for External Engagement
3 Years Contract Fixed Term (Full-Time)**

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 Office of the Executive Director for External Engagement is responsible for oversight and the strategic development of the University's external engagements and stakeholder relationships at local, regional, national and international levels. Areas of responsibility include Student Recruitment, Alumni Relations, Global Partnerships and Engagement Governance.

The Director for Engagement Governance is responsible for the delivery and operation of a comprehensive Governance Framework and Stakeholder Relationship Management strategy. Areas

of responsibility also include the oversight of University Scholarships and the Cultural Arts Office, advancing DCU's reach and impact through a range of creative and visual arts opportunities and collaborations.

Role Profile

We are seeking an Administrative Officer to report to the Director of Engagement Governance. This is a brand new role in an expanding unit within the University.

The appointed Administrative Officer will provide key support for the development of reporting frameworks and systems that deliver comprehensive governance practices and foster confidence in the University's broad range of external relationships. In addition, they will play an important role in delivering effective oversight of University scholarships and providing administrative assistance for DCU's Scholarship Advisory Committee. As and when required, the appointed candidate will provide event assistance to the Cultural Arts Officer and will participate on various initiatives with colleagues in the wider External Engagement team.

Duties and Responsibilities

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

Qualifications and Experience

Candidates must have a Primary Degree, or equivalent qualification, plus 3 years recent and relevant experience in administration, preferably in a higher education environment. The successful candidate will possess excellent organisational and administration skills as well as excellent IT skills, database experience and an ability to effectively collate and present data using reporting tools.

In addition, the ideal candidate will have:

- The ability to work effectively as part of a wider administrative team with the capacity to identify key issues and propose solutions in a timely manner.
- Excellent written, communication and interpersonal skills.
- The ability to develop and maintain good working relationships with fellow colleagues and internal and external stakeholders
- The ability to multitask, prioritise tasks and work to deadlines.
- Demonstrable experience of flexibility and adaptability.
- Demonstrable ability to work with multiple digital technologies and a solid comprehension of mobile and web technology.

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) - €39,156 - €58,143

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

Closing date: Sunday, 5 February 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:

Ms. Mary Colgan, Director of Engagement Governance, Dublin City University.

Email: mary.colgan@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: Job Ref #BC220913 Administrative Officer (Engagement)

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](#)