



Applications are invited from suitably qualified candidates for the following position

**Post Entry Support Officer P4
Student Support & Development
Three-year Contract (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

Student Support & Development (SS&D) provides professional, academic and personal support and development opportunities to students at DCU. It is a busy and diverse Unit, which includes the Student Advice Centre, Counselling & Personal Development, the Student Health Centre, the Disability & Learning Support Office, the Access Office and the Inter-Faith Centre. Further information on SS&D can be found at: <http://www.dcu.ie/students/index.shtml> SS&D is currently seeking a P4 – Post Entry Support Officer who will be positioned within the Access Office. S/he will play a key role in supporting the ongoing success of the Access programme.

Role Profile

The Post Entry Project Officer will report to the Head of Service (or his/her nominee). The role will liaise closely with the Access team, Access students, Student Support & Development Staff, and Heads of Schools and Units in DCU. Duties include the identification and provision of a suite of supports

(personal, financial, academic and professional) to students who are part of the DCU Access programme. In addition, the successful individual will be responsible for several projects that are multifaceted and will evolve over time. The role involves dealing effectively with various users and interest groups from staff, students (particularly non-traditional students), teachers and staff of voluntary and community organisations and corporate sponsors. Due to the changing nature of the University, developments will inevitably take place that may affect administrative/support functions, and this post will develop in line with the changing requirements. The role will initially be based in the Access Service but may change to another Unit in SS&D, with structural changes in the University environment over time.

Duties and Responsibilities

Please see the job description for full list of duties and responsibilities

Essential Training

The successful Individual must undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required. The role is also subject to Garda Vetting.

Salary Scale:

Professional 4 (P4) €39,156 – 58,143 *

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

Closing date: Friday 3rd 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:

Cathy McLoughlin, Head of Access Service, Dublin City University.

Phone + 353 (0)1 7008814 Email: cathy.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:

Job Ref: #RC221201 Post Entry Support 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](#)