



Applications are invited from suitably qualified candidates for the following position:

**INTRA and Mobilities Administrative Support
Professional 2
Office of the Vice President Academic Affairs
Permanent Contract**

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.

The Role

The INTRA and Mobilities administrative support team member will report to the Head of INTRA. He/she will act as a first point of contact with students taking the INTRA module, students on year abroad, exchange and or Erasmus and will liaise with employers and external organisations. They will be involved principally in scheduling of INTRA interviews with students which are conducted by external organizations, both on campus and externally, and in providing front line assistance to students and visiting employers. It is a key position within the team and of fundamental importance to the success of INTRA and DCU Global.

Duties and Responsibilities: Principal Duties and Responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Qualifications, Skills and Experience Required

Candidates must hold a leaving certificate or equivalent, proven excellent secretarial and computer skills and three years' relevant work experience.

Essential Criteria:

- Candidates should have strong organisational skills.
- Good interpersonal skills.
- Ability to work effectively under pressure and to tight deadlines.
- Have good communication and administrative skills.
- Attention to detail is essential.
- The ability to prioritize work effectively.

Desirable Criteria:

- Customer service experience is desirable.
- Industrial experience will be an advantage.

Essential Training

Training required for the role should be entered here. At a minimum, the following should be entered in addition to other applicable, role specific mandatory 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 2 Salary Scale - €30,322 - €37,236

**Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing date: Tuesday, 7th March 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. Maeve Long, Head of INTRA & Coordinator, INTRA Internships, Office of the Vice President Academic Affairs, Dublin City University.

Phone: (01) 700 5515.

Email: maeve.long@dcu.ie

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: #RC230201 INTRA and Mobilities Administrative Support

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](#)