



Applications are invited from suitably qualified candidates for the following position

**International Mobility Coordinator
Professional 4
Placement Unit
3 Year Fixed Term 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.

Overview of the department

Placements, including work/industrial placements, clinical and practice placements, and international study 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 enhance work placements and extend international study placement

opportunities to a wider range of undergraduate programmes. The International Mobility Team's area of focus is on accredited staff and student mobility in partner universities internationally, and hosting of partner institutions' staff and students in DCU. It is a constituent element of the DCU Placement Unit that facilitates and supports accredited placement in enterprise and academic settings, both internationally and nationally. The team works closely with DCU Faculties and Schools, Academic Programme leads, central support units (such as Registry, Careers and other areas within Student Support and Development), external placement partners and stakeholders, and is student facing.

Role Profile

The International Mobility Coordinator will work as part of the International Mobility Team to provide a professional and comprehensive service in support of a range of activities including Erasmus+ KA131, KA171, student Exchange and management of interinstitutional agreements. They will focus on outgoing and incoming Erasmus+ mobility for students and staff, including support for Erasmus+ KA171 activities. The successful individual will report to the Director of Placement or nominee(s), and will liaise closely with administrative colleagues, Faculties, Schools, and central support units, students, and external stakeholders on a regular basis. The successful individual will be a motivated self-starter, with primary accountability for the implementation of comprehensive professional support in a number of specified areas, as determined by the Director of Placement or nominee(s). The areas for which the successful individual will be tasked with are multifaceted in nature. The role involves communications with multiple stakeholders, the use of business systems, adherence to strict deadlines, the ability to deal efficiently with data and to simultaneously progress multiple processes. Indicative duties may change over time and the following provides an indication of the type of duties associated with the post under the guidance of the Director of Placement or nominee(s).

Duties and Responsibilities

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

Qualifications and Experience

Essential:

- Individuals must have a Primary Degree or equivalent qualification.
- Individuals must have 3 years recent and relevant experience in administration, preferably in a higher education environment.

In addition, the ideal candidates will:

- Have a proven track record in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment, and ideally within an international support function.
- Have excellent interpersonal and communication skills applicable across students, staff and external stakeholders at all levels.
- 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.
- 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.
- Demonstrate an ability to work effectively as part of a wider administrative team.
- Demonstrate dedication to a high quality in their work.

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 - €39,939- €59,306 refer to [DCU Payscales](#) for the applicable payscale.

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

Closing date: Wednesday 26th April 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:

Paula Murray, Director of Placement, Placement Unit, Dublin City University.

Phone + 353 (0)1 7005251 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:
Job Ref #RC230222/#RC230223 International Mobility Coordinator**

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](#)