



Applications are invited from suitably qualified candidates for the following position

**Social Media and Communications Editor
Professional 3
Communications and Marketing Department
2 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.

DCU Student Recruitment Office

The Student Recruitment Office is responsible for all activities and events relating to the promotion of DCU courses and programmes to prospective students and relevant audiences both domestically and internationally.

Role Profile

We are seeking a creative communicator with a passion for Higher Education and digital media to join the Communications and Marketing Department as a Social Media and Communications Editor for the university's Student Recruitment activities.

Working under the direction of the Head of Digital Communications and embedded within the Student Recruitment team the post holder will be responsible for managing TeamDCU's social media presence, creating compelling marketing materials and social media posts, assisting with student recruitment events, overseeing a podcast series, and maintaining the student recruitment office website. This role will play an important role in promoting DCU as a place of study and attracting prospective undergraduate and postgraduate students both domestically and internationally through effective digital communications strategies.

Duties and Responsibilities

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

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

Please note staff must have successfully completed their probationary period.

In addition, the successful candidate will ideally have:

- Bachelor's degree or equivalent in communications, marketing, journalism, or a related field.
- Previous experience in social media management, content creation and digital marketing.
- Excellent written and verbal communication skills with strong attention to detail.
- Proficiency in social media management tools, content management systems (preferably Drupal) and design software.
- Familiarity with podcast production and audio editing software an advantage.
- Strong organisational and multitasking skills to work on multiple projects simultaneously.
- Knowledge of trends in social media, digital marketing, and student recruitment an advantage.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) **and all Cyber Security Awareness Training**. Other training may need to be undertaken when required.

Salary Scale:

Professional 3 - €37,780 - €47,906

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

Closing date: Wednesday 23rd June 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 Céline Crawford, Director of Communications and Marketing, Dublin City University.

Email: celine.crawford@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/hr-current-vacancies-internal-competitions?check_logged_in=1

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 #RC230516 Social Media and Communications Editor

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](#)