



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

**Access Officer  
Professional 4  
Student Support & Development  
Permanent 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 several 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 identifying and providing a suite of supports (personal, financial, academic and professional) to students who are part of the DCU Access programme. In addition, the post holder will be responsible for several multifaceted projects that 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 refer to the job description for a list of duties and responsibilities associated with this role.

### **Qualifications and Experience**

#### **Essential Criteria:**

- Individuals must have a Primary Degree or equivalent (NFQ Level 7) in a relevant field.

#### **Desirable criteria:**

In addition, the ideal candidate will have the following:

- A minimum of three years' experience in a third level environment, or within the fields of access, widening participation or educational disadvantage in a community
- Individuals must have In-depth knowledge of equity issues facing underrepresented students and familiarity with prospective students' challenges entering internships and the employment market.
- Knowledge of the Irish education system: educational disadvantage, widening participation in higher education, and practice underpinned by a commitment to diversity, inclusion and social justice.
- Experience dealing with diverse students in a student-facing, student-support environment.
- Experience in project and budgetary management with high-level communication, writing, financial, and administration skills.
- Excellent IT skills, including a working knowledge of MS Office, CRM and Drupal.
- A track record of working in an area that requires confidentiality and discretion.

### **Essential Training**

The individual 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. The role is also subject to Garda Vetting.

### **Salary Scale:**

Professional 4 (P4) €39,939 – €59,306

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

**Closing date:** Friday, 25<sup>th</sup> August.

It is envisaged that the interview for this competition will be held on 8<sup>th</sup> September 23.

**Additional Information**

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

**Informal Enquiries concerning this role should be directed to:**

Ms Cathy McLoughlin, Head of Access Service, Student Support & Development, Dublin City University.

Phone + 353 (0)1 7008814 Email: [cathy.mcloughlin@dcu.ie](mailto: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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
#RC230705 Access 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](#)*