



Applications are invited from suitably qualified candidates for the following position

Operations and Communications Officer - Professional 4
STEM Teacher Internship Programme
DCU Faculty of Science and Health and DCU Institute of Education
3 Year Fixed Term - Part time/Full time (0.7 – 1 FTE)

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

The STEM Teacher Internship Programme (STInt) is a unique opportunity for STEM teachers that is coordinated by DCU Faculty of Science and Health and DCU Institute of Education. STInt provides pre-service and early career teachers with immersive 12-week internships in STEM roles enabling first-hand experience of careers in industry and the application of STEM in a wide range of workplaces. This programme is unique to Ireland. Founded in Dublin City University in 2016, it has now expanded nationally to also include teachers from Maynooth University, Trinity College Dublin, University College Cork, University College Dublin, University of Galway and University of Limerick.

For the next three years, STInt's mission is to provide placements on this programme to an increased number of pre-service and early-career teachers from all institutions offering STEM teacher education on the island of Ireland. To date, 180 teachers have been supported to complete internships and go on to inspire a passion for STEM in over 600,000 students. With a goal to scale the STInt programme nationally to include 370 teachers over the next three years, there is an opportunity for STInt alumni to impact approx. 1.5 million learners over their careers.

Role Profile

Applications for the position of Operations and Communications Officer, with a proven track record in operations and communications in an academic and/or industry setting, are now invited. The successful individual will primarily be responsible for assisting with the implementation of the STInt's programme's operational and internal and external strategic communications plan. The role will come under the direction of the STInt National Programme Manager.

Duties and Responsibilities

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

Qualifications and Experience

Individuals must hold a minimum of a primary degree (NFQ Level 7) or equivalent in a relevant area, in addition to 3 years' relevant expertise in programme operations or communications in an academic and/or industry setting.

- Experience in programme operations, media relations, public relations, communications or journalism.
- Exceptional communication skills both written and verbal.
- Strong interpersonal skills with proven experience of building and managing relationships with internal and external audiences.
- Excellent organisational and IT skills with experience creating content for web and social media channels.
- Experience of working in a team environment.

Candidates will ideally have:

- Experience of working with the third-level education sector.
- Experience of working with industry.
- Familiarity with the issues facing STEM pipelines for future technology job role

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 - €39,156 - €58,143.*

**Appointment will also be commensurate with qualifications and experience and in line with current Government pay policy. If the position is offered on a part time basis, the salary agreed will be pro rata.*

Closing date: Wednesday, 8th 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:

Dr. Eilish McLoughlin, School of Physical Sciences, Dublin City University.

Phone + 353 (0)1 7005286 Email: eilish.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:

#RF1801 Operations and Communications 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](#)