



## **JOB DESCRIPTION**

**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**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Assisting with the creation and implementation of a strategic communications plan and calendar of activity for the STInt programme.
- Managing the promotional activities of the STInt programme both internal and external.
- Assisting with the recruitment of programme participants from current STEM teacher cohorts, as well as recent alumni of relevant programmes.
- Assisting with the recruitment of industry hosts to ensure a broad range of industry placements.
- Assisting with the STInt application process briefings and providing guidance for applicants throughout the application process, including hosting CV and interview preparation workshops and providing individual help as needed.
- Coordinating placement operations and administration, including interviews with potential candidates, onboarding requirements, and providing follow up support.
- Writing targeted news releases, articles, case studies for regional, national and international audiences.
- Working with communication offices of the programme's strategic partners.
- Working with programme directors and university partners to identify programme promotional opportunities, promoting local plans, marketing and intern and host recruitment.
- Managing media for programme events and outreach, working with university departments, photographers, videographers, etc.
- Developing content for and updating the STInt website and social media channels.
- Working effectively with the STInt project team.
- Any other relevant duties which may be assigned by the National Programme Manager or Programme Directors.

### **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.