Research Assistant
ADAPT Centre
Fixed Term up to 30 Months

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

ADAPT is the world leading SFI research centre for AI Driven Digital Content Technology hosted by Trinity College Dublin. ADAPT's partner institutions include Dublin City University, University College Dublin, Technological University Dublin, Maynooth University, Munster Technological University, Athlone Institute of Technology, and the National University of Ireland Galway. ADAPT's research vision is to pioneer new forms of proactive, scalable, and integrated AI-driven Digital Content Technology that empower individuals and society to engage in digital experiences with control, inclusion, and accountability with the long-term goal of a balanced digital society by 2030. ADAPT is pioneering new Human Centric AI techniques and technologies including personalisation, natural

language processing, data analytics, intelligent machine translation human-computer interaction, as well as setting the standards for data governance, privacy and ethics for digital content.

Since launching, ADAPT's researchers have signed 43 collaborative research projects, 52 licence agreements and oversee 16 active commercialisation funds and 52 commercialisation awards. ADAPT has won 40 competitive EU research projects and obtained €18.5 million in non-exchequer non-commercial funding. Additionally, six spinout companies have been formed. ADAPT's researchers have produced over 1,500 journal and conference publications. Nearly 100 PhD students have been trained.

ADAPT's breakthrough technologies and research applications AI for Media Interaction, Digital Humanities, Health, Data governance, and Fintech are being applied across multiple industry domains, expertly facilitated through the ADAPT Design and Innovation Lab (dLab) to deliver product and service innovation. ADAPT's Start-up & Development team fosters and steers collaborations between researchers and AI entrepreneurs from start-up to successful spinout.

Role Profile

We now wish to recruit a Research Assistant on a fixed-term contract basis to facilitate the administration of the StandICT.eu 2026 project. The focus of which is to create a European Standardisation Ecosystem by providing a seamless funding opportunity for European Standardisation specialists through its European Fellowship Programme. As part of this project, the particular focus is to act as a catalyst to boost EU contributions in key international and global SDO, centred on the priority areas of the Digital Single Market and the Multi Stakeholder Platform for ICT Standardisation.

Principal Duties and Responsibilities

Specific duties include:

- Work under the supervision of the project PI at DCU and carry out tasks as directed.
- Collaborate with industry partners to assist the research team in delivery of the finance aspects of supplier set up.
- Work with members of the project team in delivery of European meetings, agendas and minute.
- Collaborate closely with project partners and the team at DCU to support the overall research program.
- Perform administrative duties related to the research program as needed.
- Attend project meetings and represent the DCU team as required.
- Perform other duties as necessary for the successful implementation of the project's research program.
- Assist with the project reporting and delivery of documentation for the project.

Qualifications, Skills and Experience Required

Applicants should have a primary degree in Computer Science, Business and/or research experience.

The candidate will also have:

- Knowledge and understanding of a basic financial administration.
- Have proven ability to prioritise workload and work to exacting deadlines.

- Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making decisions.
- Proven capacity for independent decision-making and taking initiatives.
- Should possess excellent computer skills with experience of project and/or research management and collaboration tools.
- Experience in supporting distributed teams.
- Excellent organisational and communication skills.
- Experience with outreach and event management in an academic research environment in Ireland is highly desirable, particularly related to Education or Public Engagement in Research.
- Excellent communication and interpersonal skills, and knowledge of social media. (LinkedIn & Twitter).
- Excellent knowledge of Microsoft Apps, Doodle polls and shared documentations.
- Understanding of Agresso software. (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.

They will also be expected to engage with DCU/ADAPT training on Gender, Equality, Diversity and Inclusion. Other training may need to be undertaken when required.

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](#)