Applications are invited from suitably qualified candidates for the following position

Project Support Specialist
Professional 4
Student Information Systems Program,
18 Month 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.

Overview of the department

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2018-2023, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Programme has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational

excellence. The SIS programme has been mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

Role Profile

The PMO is now actively seeking to recruit a Project Support Specialist to take responsibility for key SIS Programme administration support. The Project Support Specialist will work closely with and report to a SIS Project Manager. This is an 18 month Fixed Term Contract with potential further opportunities within the University.

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

Qualifications and Experience

- A minimum of 3 years' project administrative experience or equivalent, ideally, within the Higher Education sector;
- A strong customer service perspective and comprehension of Project Management techniques in a large and complex organisation encompassing diverse user communities;
- Possession of an agile or traditional project management qualification would be an advantage for this role;
- Proven track record in project administrative skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budget;
- Ability to work well within a broader team and demonstrate flexibility and openness;
- Ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work;
- Good social, communication and organisational skills and an ability to work with a variety of different project stakeholders.

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: €39,939 - €59,306

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

Closing date: Friday 14th April 2023

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 in relation to this role should be directed to:
Ms Paula Chute - Programme Management Office, Student Information Systems Program,
Office of the Vice President Academic Affairs (Registrar), Dublin City University.
E-mail: paula.chute@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:
#ST1649d Project Support Specialist, Student Information Systems Program

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