



Applications are invited from suitably qualified candidates for the following position

Employer & Student Engagement Officer
Professional 5 (P5)
Student Support & Development
3-year fixed term Contract (Full-time)

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

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 P5 – Employer and Student Engagement Officer who will be positioned within the Access Office. S/he will play a key role in supporting the ongoing success of the Access to the Workplace Programme (AttW).

The DCU Access Service, in collaboration with the DCU Educational Trust, recently secured additional funding to further develop and enhance this programme, more information at: <https://www.dcu.ie/access/access-to-the-workplace>. This initiative aims to increase the opportunities for underrepresented groups in DCU to engage in meaningful work experience in the earlier years of their undergraduate studies

The successful candidate will report to the Head of Service and work in collaboration with the Access to the Workplace Steering Group, which will guide the programme's vision, development and growth. We seek a dynamic and flexible individual who will lead and grow employer & Student engagement with the Access to the Workplace programme. They will lead on the delivery of the initiative, build strong internal and external networks and help to ensure the project's long-term viability.

Role Profile

The Employer & Student Engagement Officer will work closely with the Head of Access, Programme Lead and the Access to the Workplace Steering Group to advance and deliver a 3-year project plan aligned with funding objectives. This role will develop and execute strategies to drive student and employer engagement to grow and develop the programme.

Duties and Responsibilities

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

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

Please note staff must have successfully completed their probationary period

Qualifications and experience

Essential:

- Candidates must have a Primary Degree, equivalent (NFQ Level 7) plus a minimum of 3 years' experience in a third level environment, or within the fields of access, widening participation or educational disadvantage.
- Candidates must have In-depth knowledge of equity issues facing underrepresented students and familiarity with prospective students' challenges entering internships and the employment market.

- Access to a car and a full driving license.

In addition, the ideal candidate will have:

- Experience in coordinating and managing projects, including preparing reports on programme progress.
- Experience in co-ordinating and matching students and employers for internships and work placements
- Extensive experience in developing collaborative activities and resources with a range of internal and external partners.
- Excellent project management and team leadership skills.
- Ability to multitask, prioritise tasks and work to deadlines.
- A track record of working in an area that requires confidentiality and discretion.

Essential Training

The post holder must undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required. The role is also subject to Garda Vetting.

Salary Scale:

Professional 5 (P5)- €50,176 – 60,452

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

Closing date: Tuesday, 11th October 2022

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. Cathy McLoughlin, Head of Access Service, Dublin City University.

Phone + 353 (0)1 7008814 Email: 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/hr-current-vacancies-internal-competitions?check_logged_in=1

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:
Job Ref #ST1738 Employer & Student Engagement 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](#)