



JOB DESCRIPTION

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

Employer Programme

- Work closely with the Head of Access, Programme Coordinator and the Access to the Workplace Steering Group to advance and deliver a 3-year project plan aligned with funding objectives.
- Liaise with staff in DCU, DCU Educational Trust and external stakeholders to promote and develop the Programme.
- In conjunction with the Educational Trust, develop and execute strategies to grow company participation in the Programme.
- Assist with the delivery of an array of structured 'Work Readiness Programmes' to prepare students for placement.
- In collaboration with the DCUET team, identify and recruit new Employer participants and assist in stewarding existing participants.
- Develop a tailored AttW preparatory programme and a suite of supports for employers.
- Manage AttW donor relationships once gifts are pledged and oversee the onboarding process, i.e. employer requirements form.

- Ensure all interactions and records are recorded and maintained on relevant data systems, i.e. Razors Edge
- Assist with matching companies with students.
- Liaise with employers and students whilst on placement
- Manage the onboarding of employers to the mentoring Programme.

Reporting

- In collaboration with the Head of Access and DCU Educational Trust and the Programme Coordinator, the successful individual will support the ongoing relationship with the primary grantor, including assisting with; contract deliverables, collating data, attending meetings and facilitating site visits.

Communications

- Maintain good communication flow amongst all stakeholders.
- Communicate with employers regarding their requirements and ensure all relevant Guidelines & Codes of Conduct are adhered to
- Liaise with the DCU Ed Trust around employer requirements for events, case studies, videos, photo calls, stewardship reports, etc.
- Develop a one-stop shop for all company resources, e.g. toolkit
- Disseminate and communicate the findings and outcomes of the Programme both nationally and internationally.

Other Duties

- Assist with the ongoing evaluation and research of the Programme.
- Attend relevant seminars and conferences.
- Manage temporary or casual administration support staff and/or student helpers when required.
- Undertake any other duties that the Head of Service (or their nominee/s) or the Director of SS&D may assign.

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 or 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 essential 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.