



Applications are invited from suitably qualified candidates for the following position

Employer & Student Engagement Officer
Professional 5
Student Support & Development
2.5 year fixed-term contract ending Dec 2025 (Full-time)

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

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 goals. This role will develop and execute strategies to drive student and employer engagement to grow and develop the programme.

Duties and Responsibilities

Please see job description for list of duties and responsibilities

Qualifications and Experience:

In addition to the [internal service criteria](#), the ideal candidate* will have the following:

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.

*Please note staff must have successfully completed their probationary period

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.

Salary Scale:

Professional 5 (P5)- €53,242 – 64,127*

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

Closing date: 24th April 2023

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Title. 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 (internal 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:
ST1738a 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](#)