



JOB DESCRIPTION

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 head 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

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 goals .
- 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 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 assistance 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 post holder 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.

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.