



JOB DESCRIPTION

Project Officer (Deaf Education)
Professional 4 P4
School of inclusive and Special Education
DCU Institute of Education
13 Months part time (3 days/week)

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

The School of Inclusive and Special Education is the first such school in an Irish university. It draws on the rich traditions in the field of St Patrick's College and the Church of Ireland College of Education. It has a critical mass of expertise in areas of inclusive education and special education and is committed to supporting the rights of all children and young people to an appropriate education and to learning for all. It has a strong research focus with staff and students creating a vibrant community of inquiry. The School offers a full suite of post graduate programmes from Certificate to Doctoral level in face to face, blended and online formats. In addition, staff contribute throughout the Institute to initial teacher education and to other postgraduate programmes.

The School hosts a number of initiatives relating to deaf education. Two such initiatives are the ISL STEM Glossary and the B.Ed ISL Pathway. The Irish Sign Language STEM (Science, Technology, Engineering and Maths) Glossary Project was established in 2018 and is primarily funded by Science Foundation Ireland. The project aims to promote and support STEM education for deaf and hard of hearing learners by producing an open-source glossary of scientific terms in Irish Sign Language. The glossary can be viewed here: www.dcu.ie/islstem The Bachelor of Education Irish Sign Language Pathway is an entry route into primary teaching for deaf and hard of hearing applicants who use Irish Sign language. The pathway has been funded as a pilot by the HEA PATH initiative. The pilot ran from 2019 to 2023 and is currently being evaluated. A second cohort will start in September 2024 but a plan of capacity building activities for candidates will be rolled out before then.

Role Profile

The School of Inclusive and Special Education is hiring a project officer for the Irish Sign Language STEM (Science, Technology, Engineering and Maths) Glossary Project AND the B.Ed ISL Pathway. This position is part-funded by Science Foundation Ireland and the Higher Education Authority PATH fund. The project officer will work under the management of the project lead for both initiatives, Dr. Elizabeth Mathews.

The role will be situated within the School of Inclusive and Special Education on DCU St. Patrick's Campus.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- With the initial support of the project lead, and liaising with internal and external partners, the candidate will develop key aspects of each project independently, ie. they will develop and deliver an appropriate suite of capacity building activities for candidates applying to the B.Ed ISL Pathway to assist them in meeting the minimum entry requirements for the B.Ed programme.
- Throughout, they will liaise with and support candidates in their applications. They will also liaise with stakeholders within the university to support the administrative aspects of preparing for the next intake in 2024 (e.g. liaising on the CAO application process, with the timetabling team, with Disability Support Services, etc). On the ISL STEM Glossary, they will coordinate with

the project management team to design and deliver a suite of educational video resources in Irish Sign Language for deaf and hard of hearing people.

- Under the management of the project lead, assisting with the final evaluation of the B.Ed ISL pilot pathway and with the mid-project review of the ISL STEM Glossary project.
- provide active assistance with marketing project initiatives and activities including attending promotional events, and updating the project webpages;
- Working with video editing software.
- Monitor spending across both projects; other routine financial administration including: raising purchase orders, checking and processing invoices, confirming deliveries, processing travel claims, and updating systems as appropriate.
- work collaboratively with the project team and other external partners to ensure all project activity is appropriately supported during leave periods or periods of high activity.
- general office duties, including for example, the use of various databases, records maintenance, data collation, stock taking, diary management, room, catering, and interpreter bookings; event management and coordination, managing post, document formatting and production, and data entry and related checks and analysis.

The individual will also be expected to participate in relevant training and to work across campuses as required.

Qualifications and Experience

- Primary degree NFQ Level 7
- At least 3 years relevant experience
- Excellent interpersonal and organisational skills
- High level of competence in computer literacy, especially Microsoft Word, Excel, PowerPoint and Zoom (or equivalents)
- Good written and verbal (e.g. through ISL) skills
- Experience in project or event management, including managing a budget and leading a team
- Proficiency in Irish Sign Language

Desirable qualifications:

- Basic video editing skills
- Experience with Agresso, Drupal and Core systems