



JOB DESCRIPTION

**Content Editor
Professional 4**

**Student Information Systems (SIS) Programme
Office of Vice-President Academic Affairs (Registrar)
1 Year Fixed Term Contract**

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

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2018-2023, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Programme has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational excellence. The SIS programme has been mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

Role Profile

We are seeking a motivated and curious Content Editor to oversee our system content and user experience needs in a fast-paced project environment. Reporting into the programme's Communications Analyst, you will be responsible for writing, editing, researching and coordinating all copy associated with DCU's new student information system (SIS). To excel in this role, you must be comfortable working with new technologies and applying communications guidelines to ensure a consistent user experience while also demonstrating a strong work ethic and excellent judgement.

Duties and Responsibilities

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

- Working closely with Test and Design teams to test user journeys.
- Proofread spelling, grammar, and syntax of all areas of the new system.
- Edit system text to ensure linguistic clarity, consistency, and accuracy.
- Work with programme governance to plan and verify signed off system changes.
- Align with DCU Communications and Marketing team to ensure content adheres to brand and tone of voice guidelines.
- Review competitor systems for similarities and solutions.
- Maintain SIS Programme webpages and online resources.
- Investigate website performance to increase visitor engagement.
- Provide ad hoc communications support – planning, events, collateral etc.

Qualifications and Experience

- Candidates must have a Primary Degree or equivalent (NFQ Level 7)
- Excellent command of the English language.
- Proficiency in Microsoft Office, Google Workspace and desktop publishing software.
- Excellent attention to detail.
- Excellent communication and demonstrable experience working as part of a team.

Advantageous

- Professional qualification in Marketing, English, or Communications.
- Experience in CRM software like Microsoft Dynamics or Salesforce.
- Writing, copy editing, and proofreading experience.

- Knowledge of higher education sector.