



Applications are invited from suitably qualified candidates for the following position

**Administrative Assistant
Professional 4 (P4)
Student Support & Development
(11-Month 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 Student Support & Development (SS&D)

SS&D provides professional, academic and personal support and development opportunities to students in DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, the Student Health Centre, the Disability & Learning Support Office, the Access Office and the Interfaith Centre. Further information on SS&D can be found at: <http://www.dcu.ie/students/index.shtml>

The College Connect Project

College Connect is a Higher Education Authority/Department of Further and Higher Education, Research, Innovation and Science Programme for Access to Higher Education (PATH 3) project established to support the National Plan for Equity of Access to Higher Education 2015-2019 and the Progress Review of the National Access Plan and Priorities to 2021. College Connect is a partnership between Dublin City University, Dundalk Institute of Technology, Technological University of the

Shannon, Athlone Campus and Maynooth University and aims to support access to higher education for communities underrepresented in higher education (including Travellers, people with disabilities, people in the asylum system, refugees, people with previous convictions) in the Midlands, East, North Dublin (MEND) region. College Connect's goal is to enhance educational aspirations across the region through a participative and sustainable suite of activities and resources to illuminate pathways and provide opportunities into, through and beyond higher education.

College Connect brings together stakeholders to inform, guide and oversee the development and implementation of the College Connect Regional Plan 2021-2024. The Plan is rooted in participative, democratic and stakeholder engagement, recognising the wealth of expertise that exists across the region. This innovative organisational structure builds on MEND's foundational work and a strong record of accomplishment of regional collaboration.

College Connect connects the MEND region by implementing the College Connect Regional Plan 2021-2024. Integral to the plan is a commitment to undertake community needs analyses to inform its work with communities experiencing entrenched socio-economic disadvantage and to be more responsive to addressing inequality of access across the region. College Connect seeks to connect learners to college through disseminating information about existing pathways, supporting the development of new pathways to higher education, and sharing good practice about effective transition and post-entry supports.

College Connect is led by Maynooth University, where the College Connect Project Manager, Research Manager, Communications Officer and administrative support for the project are based. There are four Community Connectors, each based in one of the four MEND Higher Education Institutions (HEIs).

Role Profile

SS&D is currently seeking a Grade IV Administrative Assistant to plan, design and implement events to promote diversity and inclusion among the student population. The successful individual will have a diverse role, including administration and event management. The post-holder will report directly to the Widening Participation Officer. The post is funded and supported by the MEND College Connect Project under PATH 3

The individual will be responsible for administrative duties related to events, including designing communication materials, promoting events on social media and relevant web pages, budgeting, organising transport and venues and reporting on events. They will have a role in fostering collaboration and ensuring that students and staff across the University work together to plan and deliver events.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

Essential Criteria:

- Applicants for this post must hold a primary degree or equivalent and have a proven track record in organising events in a complex organisation

Desirable Criteria:

- Three or more years' experience working with and assisting students from socio-economic groups with low participation in higher education in educational or community development settings

- Experience in a University environment or other youth settings
- Thorough understanding of the barriers and issues that impact access, participation, and student success in education and deep knowledge of educational disadvantage and widening participation in higher education
- Strong IT and organisational skills
- Excellent administrative, communication (oral and written) and interpersonal skills
- Ability to coordinate and progress tasks associated with the post on their own initiative and contribute to the ongoing development of the role
- Flexibility and drive, and ability to work effectively as a part of the wider SS&D team
- High levels of creativity and innovation

Essential Training

The individual will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale:

Professional 4 - €39,939.00 - €59,306.00*

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

Closing date: Thursday, 27th July 2023

The tentative interview date for this position is the 22nd August 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:

Ms Karina Curley, Widening Participation, Dublin City University.

Phone + 353 (0)1 700 5336 Email: karina.curley@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/vacancies-current-vacancies-external-applicants>

Applications should be submitted by email 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:

#ST1883 Administrative Assistant

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](#)