



JOB DESCRIPTION

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).

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 candidate 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

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

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

- Promoting and assisting with the administration of post-entry scholarships for targeted groups, including delivering information sessions to students
- Collaborating on initiatives to support the University of Sanctuary programme
- Organising events throughout the year to promote interculturalism and raise awareness about the diversity of students on campus

- Ensuring that students are engaged in planning and delivering events and that the student voice is integral to all activities
- Implementing relevant recommendations from the Community Needs Analyses carried out by the College Connect Project

Financial Administration

- Coordinating and preparing all financial transactions associated with the role
- Preparing applications for internal/external funding to promote integration

Student Service Administration

- Working closely with outreach officers to assist the transition to higher education for target communities
- Referring students to colleagues in the wider SS&D team for assistance and advice, where relevant
- Working closely with Human Resources (HR) to ensure the efficient administration of Garda clearance for staff/tutors and volunteers working on events

Event Management

- Collaborating with diverse student groups and relevant staff across units to plan and deliver events throughout the academic year
- Maintain appropriate files and records, including a database of attendees at events
- Operating computerised or manual procedures for promoting events, including Drupal forms and web editing.
- Designing promotional material for events
- Engaging with social media to promote events
- Compiling a report on each event
- Other duties that may be required from time to time

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