



JOB DESCRIPTION

**Administrative Assistant
Professional 4 (P4)
Student Support & Development
11-month fixed-term contract**

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

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>

Overview of 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 regional collaboration. Further information on College Connect can be found at <https://collegeconnect.ie/>

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

The successful individual will be responsible for administrating, planning and implementing duties related to events, including designing communication materials, promoting events on social media and relevant web pages, budgeting, organising transport and venues, delivering and reporting on events. The successful individual 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;
- actively 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 with 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.
- Actively 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 (NFQ Level 7) and have a proven track record in organising events in a complex organisation, preferably a higher education environment.
- Proven track record in working with and supporting students from socio-economic groups with low participation in higher education in educational or community development settings.

Desirable Criteria:

- Experience in a university environment or other youth settings.
- Thorough knowledge 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.
- Knowledge and experience working to promote equality, diversity and inclusion.
- High levels of creativity and innovation.