Applications are invited from suitably qualified candidates for the following position

Part-Time Graphic Designer
Marketing Department
Permanent Contract

Overview

Dublin City University www.DCU.ie 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The University's Marketing Department provides strategic leadership and support on all aspects of marketing the University and its programmes, and management of the DCU brand and its positioning. Services offered by the department include advertising and marketing campaign development and management, digital and social media marketing, graphic design, and videography/photography. A key feature of the Department is its integrated, collaborative approach across all briefs to deliver effective marketing solutions for the University's Faculties, Units, and Research Centres in line with the University's strategic objectives.

The Department is now seeking to recruit a Part-Time Graphic Designer to play an active role in the preparation and implementation of the University's Marketing, Advertising, and Design activities.

Role Profile

Reporting to the Head of Marketing, the Part-Time Graphic Designer will be a motivated self-starter, with primary accountability for assisting with graphic design activities across offline, digital, and social media platforms. In doing so, s/he will actively liaise with the Head of Marketing and all members of the University's Marketing Department, Student Recruitment Office, Communications Department, faculties, schools, and units, contracted advertising agencies, and third party designers.

This demanding and varied role requires a dedicated and responsible individual with proven graphic design and multimedia skills, excellent attention to detail, along with strong customer service, social, and organisational skills, and the ability to effectively project manage, multi-task and prioritise work.

The work pattern associated with this role is Monday to Friday, 1pm - 5.15pm (21.25 hours per week).

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

Qualifications and Experience

Essential Criteria

Candidates must have a primary degree in Visual Communications or Graphic Design or an equivalent (NFQ level 7) qualification.

Desirable Criteria

In addition to the above, candidates will ideally have the following;
- A minimum of two years' graphic design and multimedia experience with the ability to provide evidence of both;
- A demonstrable knowledge of graphic design and multimedia;
- An excellent working knowledge of the Adobe Creative Cloud Suite (InDesign, Photoshop, Illustrator, Dreamweaver etc.);
- Demonstrable ability to work with multiple digital technologies and a solid comprehension of mobile and web technology;
- Experience creating HTML5 web banner ads
- Knowledge of Adobe After Effects and experience with motion graphics would be considered advantageous
- An interest in or/ comprehension of Drupal CMS;
- Excellent customer service skills;
- Strong presentation and communication skills - both verbal and written;
- Excellent attention to detail and the ability to make sound judgements/decisions;
- Strong creative flair and the ability to create, and evaluate various creative outputs;
- Strong social skills, and the ability to build and manage relationships with colleagues within the department and the broader University environment;

- Be a solution - oriented team player, with the ability to seek and take direction, where necessary from the department Head and other members of the Marketing team;

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Competencies required

Candidates will be assessed under the following competencies;

Innovative and Creative Thinking
Has the ability to think creatively and uses initiative. Promotes improvement ideas to more senior colleagues in own division/department/team. Encourages and values new ideas, perceptions and suggestions.

Communication
Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Personal Effectiveness and Excellence
Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

Building & Maintaining Relationships
Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

Salary Scale:

Administrative Assistant - €36,658 - €54,789.

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

Closing date: Friday 2nd April 2021

Informal Enquiries in relation to this role should be directed to:
Ms Deirdre Wynter, Head of Marketing, Marketing Department, Dublin City University. Email: deirdre.wynter@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 (external applicants)

Applications should be submitted by e-mail 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:
Job Ref #BC0113 Part-Time Graphic Designer**

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