



Applications are invited from suitably qualified candidates for the following position:

Erasmus+ Development Officer
Research and Innovation Support
Senior Administrative Assistant II
Three years fixed term contract

Org Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. DCU is Ireland's fastest growing university and its next phase of major expansion involves strategic investments of more than €0.3bn, including a €0.2bn campus development plan.

Through its mission to transform lives and societies through education, research, innovation and engagement, DCU acts as an agent of social, cultural and economic progress. With a strong commitment to research excellence across its five faculties, the university is home to a broad range of internationally-renowned research centres in specific areas of Science, Engineering, ICT, Humanities, Social Sciences, Education and Business. As Ireland's University of Enterprise, DCU is renowned for its commitment to innovation and entrepreneurship and its proactive engagement with the enterprise sector. It consistently leads the Irish university sector in terms of Intellectual Property (IP) licences and contributes strongly to the national innovation ecosystem through DCU Ryan Academy for Entrepreneurs and DCU Alpha (the university's Innovation Campus).

Role Profile

In accordance with the University's dedication to enhance the research environment and deliver on the ambitious goals for socio-economic impact within its strategic plan, applications are sought for suitably qualified and highly motivated individuals for the position of Erasmus+ Development Officer,

initially based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation. The Erasmus+ Development Officer will develop and monitor the University's portfolio of Erasmus+ projects (excluding those that focus solely on individual staff or student mobility). In particular, the post holder will be accountable for raising the profile of the Erasmus+ programme in the University with researchers and academics, and effectively assisting applications to projects under Key Action One (Joint Masters), Key Action 2, and the Jean Monnet activities as well as providing assistance to the ECIU University initiative.

Duties and Responsibilities:

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

Qualifications and Experience

This position is open to candidates who meet the following criteria:

Essential

- A Bachelor's degree or equivalent
- A minimum of three years' experience in a similar or related development/application support area, with experience of supporting academics from Higher Education Institutions
- Knowledge and understanding of the Erasmus+ programme, in particular the Erasmus Mundus Joint Master Degree, Key Action 2, and Jean Monnet activities
- Customer orientated approach to problem solving and meeting multiple deadlines.
- Excellent oral and written communication and negotiation skills, with the ability to give professional advice and build effective working relationships with others.

Highly desirable

- Experience of working within a Higher Education environment.
- Experience of working on research funding application and successfully securing funding.
- Demonstrable knowledge and understanding of the European funding landscape.

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 appropriate.

Salary Scale: Senior Administrative Assistant II salary scale: €49,316 - €66,690.

Closing date: 12th October 2020

Informal Enquiries in relation to this role should be directed to:

Dr. Dara Dunican, Research and Innovation Support, Dublin City University.

Email: dara.dunican@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 (open Competitions) website at

<http://www.dcu.ie/vacancies/current.shtml>.

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:

#BC0225A Erasmus+ Development Officer

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.