



Applications are invited from suitably qualified candidates for the following position

**Student Recruitment Officer**

**Student Recruitment Officer - (Grade IV)**

**12 Month Contract**

**Overview**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and 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. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

**Overview of the department**

The Student Recruitment Office is responsible for all communications and activities relating to the promotion of DCU to prospective undergraduate and postgraduate students and relevant audiences. The team comprises a Head of Recruitment, one Senior Recruitment Officer and two Recruitment Officers. The Student Recruitment Team reports to the Deputy President of Dublin City University.

**Role Profile**

The role is based in DCU's Student Recruitment team, reporting to the Head of Student Recruitment or in their absence, the Senior Recruitment Officer. The purpose of this role is to promote DCU through a wide range of events and initiatives primarily at postgraduate level to key stakeholders, including prospective students, graduates and organisations. At times throughout the cycle, the role will include undergraduate promotion with students, guidance counsellors and parents where necessary. This role will require a commitment to a full understanding of DCU offerings and the Higher Education sector.

**Duties and Responsibilities**

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

**Qualifications and Experience**

- Applicants must hold a primary degree

- Ideally have at least two years' relevant work experience.
- Experience in one or more of the following: sales/marketing/PR/student recruitment or career guidance
- Candidates should possess excellent interpersonal, communication and administrative skills, be competent project managers and have the ability to complete projects on time and within budget.
- It is essential that candidates possess a full, clean, driving licence.
- Demonstrable ability to work with multiple digital technologies and a solid comprehension of mobile and web technology.

Candidates are required to be competent in the following areas:

### **Digital Literacy**

The ability to continuously learn and understand the digital landscape and marketplace for communicating with prospective students.

### **2. Communication**

Communicates in a clear manner and actively listens and engages to gain understanding - Uses a variety of communication methods in a professional way and appropriate to the audience.

### **3. Personal Effectiveness / Excellence**

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

### **4. Building and maintaining relationships**

Has an ability to develop and maintain good working relationships with fellow colleagues and stakeholders. A key element of the role is engaging with prospective undergraduate and postgraduate students, delivering excellent customer experience.

### **Mandatory Training**

The postholder 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.

### **Salary Scale:**

Administrative Assistant, Grade IV - **€36,658- €54,789**

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

**Closing date: Friday 08 January 2021**

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

Title. Mr Ross Munnelly / Ms Caroline Enright, Acting Heads of Student Recruitment, Dublin City University.

Phone + 353 (0)1 7008686 Email: [ross.munnelly@dcu.ie](mailto:ross.munnelly@dcu.ie)

Phone + 353 (01) 7006859 Email: [caroline.enright@dcu.ie](mailto:caroline.enright@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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #BC1715, Student Recruitment Officer**

*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](#)*