Applications are invited from suitably qualified candidates for the following position

Placements Administrator, Grade IV
Faculty Office
DCU Institute of Education
Two Year Fixed Term Contract

Dublin City University
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.

DCU Institute of Education
The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland’s first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 30 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Role Profile
This post is located in the Faculty Office Placements Team. The Faculty delivers a range of academic programmes which require students to undertake a period of time on work placement in a school, early childhood or other educational setting. The Placement team are responsible for administering the full range of activities associated with student education placements.
The person appointed will report to the Assistant Faculty Manager and will work closely with academic Placement Coordinators. The person appointed will be responsible for delivering placement administrative activities and for review and streamlining of routine administrative processes.

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

**Candidate Requirements**
Applicants for this post must hold a degree or equivalent, and have a proven track record in administration in a complex or large-scale organisation. S/he should be well organised, able to co-ordinate and progress the tasks associated with the post on his/her own initiative, and to contribute to the on-going development and refinement of administrative processes. S/he will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent communication, social and IT skills.

Candidates should have a minimum of 3 years’ relevant work experience, preferably in a higher education administration environment.

**Essential Training**
The post holder will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required.

**Salary Scale:**
Administrative Assistant - €36,658- €54,789 refer to DCU Payscales for the applicable payscale.

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade II salary scale, in line with current Government pay policy.*

**Closing Date:** 27th August 2021

For more information on DCU and benefits, please visit Why work at DCU?

**Informal Enquiries in relation to this role should be directed to:**
Ms Monica Kelly, Assistant Faculty Manager, DCU Institute of Education, Dublin City University. Email: Monica.Kelly@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 #BC210317 Placements Administrator, Grade IV
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.