Applications are invited from suitably qualified candidates for the following position

**International Recruitment Officer (x 3)**

**Grade IV**

**11 Month Contract**

**International Office**

**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.

**Overview of the department**

The International Office is involved with many activities that result in the recruitment of international students. Amongst its many activities, the Office is responsible for the promotion of DCU at international events both in person and virtual and support for international students – both at the pre-arrival stage and upon arrival at DCU. Stakeholder engagement at an institutional, national and international level is a key aspect of this role.
Role Profile

This person will be responsible for developing and delivering recruitment plans for designated markets working with teams in Faculties and in Professional Services ensuring outcomes are aligned to the University’s strategic aims. The successful candidate will role model administrative excellence and be responsible for a cohesive approach to their designated markets. They will identify business risks and opportunities, and provide flexible, innovative solutions that will deliver on identified objectives. They will continually evaluate their own impact, and the overall function, in order to improve as a professional and drive sustainable performance.

Working as part of a dedicated team, the role will provide comprehensive administrative support in all International Recruitment related activities, as determined by the Director of the International Office and/or Global Recruitment Manager. This focus may change over time with the development and expansion of the Office. The successful candidates will be expected to represent DCU at events (home and abroad) and to spend time travelling overseas.

The DCU International Office is based on the All Hallows campus, and in order to provide a high level of Customer Service the International Office team will need to be available to move between the various campuses as required.

The International Recruitment Officer will report to the Global Recruitment Manager and will liaise closely with other International Office staff and the wider University community (Faculty Offices, Registry, etc.).

Duties and Responsibilities

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

Qualifications and Experience

- Applicants must hold a primary degree.
- Ideally have at least three years’ relevant work experience.
- Experience in one or more of the following: sales/marketing/PR/student recruitment/higher education.
- Candidates should possess excellent interpersonal, communication and administrative skills, be capable project managers and have the ability to complete projects autonomously, on time and within budget.
- Demonstrable ability to work with multiple digital technologies and a solid comprehension of mobile and web technology.
- Candidates should have good intercultural communication and diversity awareness.

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. Candidates will be required to go through the Garda Vetting Process.

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 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:**
Mr Paul Smith, Director, International Office, Dublin City University.
Phone + 353 (0)1 7008694 Email: paul.smith@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](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 #BC210612 – BC210614 International 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](#)*