JOB DESCRIPTION

Micro-Credential Assistant (Grade III)

Office of Vice-president Academic Affairs (Registrar)

Three Year Fixed Term Contract

Introduction

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.

Project Overview

Over its relatively short history, DCU has developed a strong reputation nationally and internationally for pioneering innovations in higher education. The university is embarking on a period of significant investment in learning innovation across all of its Faculties. The DCU Futures initiative will help us transform the learning experience of undergraduate students at DCU, reconceptualizing learning opportunities, creating authentic connections between the classroom and enterprise, and embedding digital literacies, disciplinary competencies and transversal skills required to truly future-proof our graduates for the rapidly changing workplace. DCU is joined in this project by a strong consortium of enterprise partners, representing key employment sectors in the Irish economy and with a strong presence in DCU's primary catchment area. This programme of innovation is funded under the Irish

government's Human Capital Initiative (HCI) supported by the National Training Fund. It will deliver on the ambitions we have to reimagine undergraduate curricula and to embed innovative pedagogies, enhanced use of technology and deep industry engagement.

DCU as a partner of the Irish University Association led HCI project to develop a Multi-Campus Micro-Credentials (MC2) will develop innovative micro-credential offerings. Through the MC2 project, the IUA universities will lead the establishment of a national framework for European Credit Transfer System bearing, quality-assured micro-credentials, the first in Europe. This will facilitate the development of a programme of micro-credentials, each flexibly delivered and accredited by a university and included within the National Framework of Qualifications (NFQ). The project furthers the universities' commitment to work in partnership with government and enterprise to drive lifelong learning in Ireland. Dublin City University now seeks applications from individuals wishing to be part of the MC2 development.

Role Profile

The Micro-Credential Assistant, under the direction of the Director of Micro-credentials Strategy and Innovation, will work closely with a team of project staff including project officers, project managers. academics, learning technologists, researchers, external consultants and other partners to support the delivery of DCU's micro-credentialing objectives. Building upon existing pioneering work in the area of micro-credentials by DCU, and working with a dynamic team of colleagues, this post offers an exciting opportunity for the successful candidate to support the advancement of DCU's micro-credentialing initiative.

Relationships

The position will report directly to the Director of Micro-Credentials Strategy and Innovation. Building positive relationships with academic staff, professional support staff, technicians and pedagogical specialists and engagement with key stakeholders within and outside of DCU are important features of this role.

Duties and Responsibilities:

The duties and responsibilities of the position include, but are not restricted to, the following:

- Provide a high level of administrative support to the Director of Micro-Credentials Strategy and Innovation
- Provide support in the areas of project planning, management of contacts, milestone delivery, and other aspects of project and budget administration;
- Conduct needs & trends analysis and research under supervision
- Assist with the preparation of project reports
- Coordinate and liaise with internal and external stakeholders
- Contribute to the planning and delivery of the communications and marketing plan for the project
- Conduct and engage in other related-duties as determined by the Director of Micro-Credentials Strategy and Innovation

Qualifications & Experience:

Minimum Internal Service Criteria

Please note that internal service criteria will apply.

In addition to the internal service criteria, the ideal candidate will have:

- Experience of working in digital learning in a higher education institution.
- Experience of research project administration in higher education, preferably related to online learning.
- Strong research, administration and organisational skills.
- Experience of providing support in the following areas within a higher education project: report management, budget support, financial reporting and other related administration tasks
- Excellent interpersonal skills and the ability to partner effectively with a range of stakeholders in different contexts
- Be a good communicator with strong digital and social media skills
- Demonstrated knowledge of the micro-credential landscape and developments in micro-credentialing at national and European levels would be an advantage

Competencies
Applicants will be assessed under the following competencies:

Personal Effectiveness/ Excellence:

Takes a flexible approach to ensure all tasks are completed on time (e.g. will go the extra mile to complete tasks on time and help with tasks not normally assigned to them) Takes a consistent approach at all stages of a process to ensure accuracy. Develops clear plans to achieve goals. Manages own time effectively by prioritising tasks. Takes active responsibility for own decisions. Comprehends when to consult others in decision making. Seeks out opportunities to develop skills and knowledge

Teamworking:

Works alongside others in a supportive manner to complete routine tasks. Willingly delegates tasks and information with others. Respects and acknowledges the different views and efforts of others (e.g. is open to hearing the views of others). Understands the team's goals and has a devotion to achieving them. Takes time to comprehend other peoples' workload and actively helps out when necessary. Shows an awareness of what is happening within the team and values diversity.

Knowledge of Processes & IT:

Willingly engages with new technology (e.g. shows an interest in and a willingness to both learn and use new technology). Has good Microsoft/keyboard skills. Has an understanding of and experience in the use of complex IT systems (e.g. databases).

Communication

Articulates information in a clear and concise manner. Writes clearly with correct grammar and minimal jargon. Listens carefully and asks questions to check understanding. Actively engages with others by maintaining good eye contact and showing interest. Shows professionalism in all communications both internal and external.

Mandatory Training

The successful candidate will be required to undertake the following mandatory compliance training: Orientation, GDPR, and Compliance. Other training may need to be undertaken when required.