



Applications are invited from suitably qualified candidates for the following position

**Outreach Project Officer  
Access Service - Student Support & Development  
Fixed Term Contract up to Two Year Contract**

**Dublin City University**

Dublin City University ([www.dcu.ie](http://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**

Student Support & Development (SS&D) provides professional, academic and personal support and development opportunities to students in DCU. It is a busy and diverse Unit which includes the Student Advice Centre, the Careers Office, Counselling & Personal Development, the INTRA work placement Office, Student Learning, the Student Health Centre, the Disability & Learning Support Office, the Access Office, the Leadership & Life Skills Centre and Chaplaincy. Further information about SS&D can be found at: <http://www.dcu.ie/students/index.shtml>.

**Role Profile**

The Outreach Project Officer will report to the Head of Service (or his/her nominee). The Outreach Project Officer will work with DCU Access and DCU's leading European research centres to develop and deliver a STEM outreach programme.

The overall goal of the programme is to increase 15-17-year-olds' interest in STEM careers and influence their choice when considering their STEM subjects for their Leaving Certificate examinations.

This programme will target Transition Year students over two years in DCU connected schools, which will bring researchers, teachers and students together to learn, share ideas and co-create through STEM workshops that:

- Explore the wonders of STEM through experiential learning in a university environment.
- Introduce students to the latest technologies.
- Introduce students to role models who are working in cutting-edge STEM research.
- Assist students in making good subject choices for the senior cycle.
- Introduce coding to students by upskilling their teacher to deliver a six-week module and give them access to Smart Skills Coding and Boot camps on DCU's campus during school holidays.

### **Duties and Responsibilities**

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

### **Minimum Internal Service Criteria**

Please note that the [internal service criteria](#) will apply. Where applicable staff will normally have successfully completed their probationary period in order to apply.

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

- A postgraduate qualification in e-learning or similar.
- A proven track record in e-learning with a good comprehension of the use of digital technologies in a classroom context.
- Knowledge of web design principles and basic programming.
- Access to a car and a full driving license.
- A thorough knowledge of the barriers and challenges to higher education experienced by groups currently under-represented in higher education.
- Evidence of working successfully on their own initiative.
- Experience in coordinating and managing projects, including preparing reports on programme progress.
- Ability to multitask, prioritise tasks and work to deadlines.
- Excellent IT skills, including experience in developing and delivering online learning content for secondary school students.
- Familiarity with digital pedagogy.
- Active knowledge of computer science and computational thinking.
- Familiarity with current digital learning strategy for schools.
- Extensive experience in developing collaborative activities and resources with a range of internal and external partners.
- Excellent communication and interpersonal skills.

### **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 required.

**Salary Scale:**

Senior Administrative Assistant Salary Scale - €49,179 - €59,260.

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

**Closing date:** 8<sup>th</sup> June 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 Cathy McLoughlin, Head of Access Service, Student Support and Development, Dublin City University.

Email: [cathy.mcloughlin@dcu.ie](mailto:cathy.mcloughlin@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> (internal 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: #ST1516 Outreach Project 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](#)*