



JOB DESCRIPTION

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

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

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

The role will suit a person fascinated by STEM, the cutting-edge of technology innovation and who wishes to share this passion with the public.

The post will involve the following indicative responsibilities:

- Drive the programme development in partnership with DCU Access and DCU Research Centre.
- Design a project plan for the work — include timelines and indicative completion dates for each element.
- Work in collaboration with relevant colleagues and specialist staff to develop content for the proposed programme.
- Schedule co-creation events with schools, researchers and community partners.
- Recruit and train researchers and teachers to contribute to the think-ins and workshops.
- Liaise with schools and community partners on the recruitment of students.
- Work closely with academics, researchers and teachers on defining workshop themes and crafting engaging content.
- Host a run through of events to ensure their efficacy.
- Manage event logistics.
- Manage the Programme budget and financial reporting.
- Work with a consultant(s) on event evaluation.
- Maintain the website and social media for the project.

Qualifications and Experience

Minimum Internal Service Criteria

Please note that [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. The role is also subject to Garda Vetting.