



Applications are invited from suitably qualified candidates for the following position

**Leadership & Life Skills Centre Coordinator
Student Support and Development
Fixed Term Contract up to 11 months**

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

Role Profile

We are currently seeking a dynamic and flexible individual to co-ordinate the communications and marketing function of the centre; the DCU Student Engagement Award; the design of e-learning content for SS&D, in addition to general reception/administration duties for the centre.

This will involve providing information to students and staff on the development opportunities available and providing administrative support to ensure the smooth operation of the Centre.

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 [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:

- An undergraduate degree in a relevant field or equivalent
- Demonstrable knowledge of graphic design and multimedia, and experience developing digital content for marketing/e-learning
- Proven organisational and administrative skills, with excellent attention to detail
- Evidence of strong presentation and communication skills – both written and verbal
- Excellent customer service and interpersonal skills
- Strong creative flair, and the ability to create and evaluate various marketing and e-learning outputs
- High degree of comfort using tools such as Mailchimp, Canva, Powtoon
- Familiar using an LMS, ideally Moodle
- Ability to work in a dynamic, diverse environment with on-going change

Essential Training

The post holder will be required to undertake the following essential 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: 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 Joan Connolly, Manager Leadership and Life skills Centre, Student Support and Development, Dublin City University.

Email: joan.connolly@dcu.ie

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 joan.connolly@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #ST1548 Leadership & Life Skills Centre Coordinator

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](#)