



JOB DESCRIPTION

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

Under the leadership of the Centre Manager, the Leadership & Life Skills Centre Coordinator will be responsible for:

Communications and Marketing activities

- Developing and executing a marketing plan and promotional materials for the Centre
- Developing relationships and liaising with internal and external stakeholders on relevant activities
- Providing information to students and staff as required using face-to-face interactions and presentations, social media and other media
- Creating a weekly newsletter for students to update them on relevant events, activities and resources available to them

Coordination of the DCU Student Engagement Award

- Manage the administration process for the Engage Award including;
- Marketing and Promotion activities
- Registration process
- Respond to student queries
- Issue weekly newsletters to support and guide participating students
- Manage submissions process
- Issue certificates to awardees

Digital Learning support

- Maintaining the digital resource hub (DEVELOP) and updating resources as needed
- Support the design of new digital learning content within SS&D, such as interactive books, videos, podcasts. H5P etc.
- Manage administration for SS&D online courses
- Work with various stakeholders to support the development of new projects and initiatives

Event/Centre co-ordination

- Updating events calendar and liaising with staff in SS&D and OSL to ensure information is up to date and accurate
- Ensuring the Centre / other facilities are ready for use for all events and activities
- Ordering necessary equipment and materials as required and maintaining the physical spaces
- Book-keeping / providing financial reports as and when required

Qualifications and Experience

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:

- 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.