



Job Description

**Project Administrator – Irish Sign Language STEM Glossary
School of Inclusive and Special Education,
DCU Institute of Education
Fixed Term Contract of 14 months, 2 days per week.**

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.

DCU Institute of Education

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a €70 million purpose built facility on the DCU St Patrick's Campus in Drumcondra in Dublin. Established in 2016 as Ireland's first University faculty of Education, it has a staff of more than 130 full-time academics and a student body in excess of 4,000.

The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in Education, the Institute offers a rich menu of taught and research-based post-graduate programmes, at doctoral, masters, diploma and certificate levels.

As a centre of expertise and excellence in Teacher Education and education more generally, the Institute hosts a range of research centres in key areas of priority and has an ambitious and growing programme of research. With internationally-recognised experts in education policy, inclusive and

special education, curriculum and pedagogy, assessment, literacy, evaluation and teacher education, the Institute provides a dynamic learning and working environment. Staff can expect to encounter opportunities for multi-disciplinary work, not just in the Institute, but across the University. As one of the world's leading young Universities, DCU has established its fifth and newest faculty out of a conviction that studies and research in education and the preparation and support of teachers are central to the transformation of lives and communities.

Committed to academic excellence and innovation, the DCU Institute of Education is confident its students and staff, and its graduates can flourish and lead in the challenging and complex contexts of 21st century education.

School of Inclusive and Special Education

The School of Inclusive and Special Education is the first such school in an Irish university. It draws on the rich traditions in the field of St Patrick's College and the Church of Ireland College of Education. It has a critical mass of expertise in areas of inclusive education and special education and is committed to supporting the rights of all children and young people to an appropriate education and to learning for all. It has a strong research focus with staff and students creating a vibrant community of inquiry. The School offers a full suite of post graduate programmes from Certificate to Doctoral level in face to face, blended and online formats. In addition, staff contribute throughout the Institute to initial teacher education and to other postgraduate programmes.

The Irish Sign Language STEM (Science, Technology, Engineering and Maths) Glossary Project was established in 2018 and is primarily funded by Science Foundation Ireland. The project aims to promote and support STEM education for deaf and hard of hearing learners by producing an open-source glossary of scientific terms in Irish Sign Language. The glossary can be viewed here: www.dcu.ie/islstem

Role Profile

The School is now seeking to hire a Project Administrator for the Irish Sign Language STEM (Science, Technology, Engineering and Maths) Glossary Project. This position is funded by Science Foundation Ireland and the Institute of Physics. The administrator will work under the management of the project lead, Dr. Elizabeth Mathews, in the day to day running of the project. The role will be situated within the School of Inclusive and Special Education on DCU St. Patrick's Campus.

Duties and Responsibilities

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

Project Lead Support:

- diary management;
- room, catering, and interpreter bookings;
- under the direction of the project lead, reviewing documents to develop vocabulary lists for the project;
- act as secretary to the project team, to include document preparation, administrative arrangements and minuting;
- assist with event management and coordination;
- provide active assistance with marketing project initiatives and activities including attending promotional events, and updating the project webpage;
- working with video editing software.

Customer Service:

- act as the first point of contact for the project for staff and members of the public;

Finance Support:

- routine administration to include: raising purchase orders; checking and processing invoices; confirming deliveries; processing travel claims; and updating systems as appropriate.

Team Working:

- work collaboratively with the project team and other external partners to ensure all project activity is appropriately supported during leave periods or periods of high activity.

Routine Administration:

- general office duties, including for example, the use of various databases; records maintenance; data collation; stock taking; managing post; document formatting and production, and data entry and related checks and analysis.

Candidate Requirements

- Candidates must have a Leaving Certificate (or equivalent) plus a recognised secretarial qualification and 3 years' relevant customer service experience, or, for those candidates without a Leaving Cert or equivalent, a recognised secretarial course plus 5 years' relevant experience
- Good interpersonal and customer service skills; capable of dealing professionally and competently with colleagues and stakeholders
- High level of competence in computer literacy especially in Microsoft Word, Excel and PowerPoint
- Excellent organisational skills
- Good written and verbal communication skills
- Good standard of numeracy
- Flexibility in approach to workload and undertaking additional training, and ability to take accountability for own workload
- Discretion and confidentiality.

Desirable Skills and Experience

- Irish Sign Language skills highly desirable
- Video editing skills
- Experience in processing invoices
- Experience with Drupal would be advantageous.

The postholder will be required to work two days per week- such days to be established in consultation with the hiring manager at the start of the contract. On occasion, they will be required to be flexible, as alternative and/or additional days may be required.

Essential Training

The postholder 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.