



Applications are invited from suitably qualified candidates for the following position

**Events, Marketing & Social Media Officer
Careers Service within Student Support and Development
Fixed Term Contract up to 12 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 & Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Careers Service, Student Advice Centre, Counselling & Personal Development, the Student Health Centre, the Disability & Learning Support Office, the Access Office, Student Learning, Leadership & Life Skills Centre, Mature Student Office, DCU Healthy and Chaplaincy. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

Role Profile

The Careers Service within SS&D is currently seeking an Events, Marketing & Social Media Officer to join the team. The Careers Service empowers students to become successful in their chosen career paths; provide opportunities to connect students with the agile nature of the world of work including employer engagement for our local, regional, national and global communities.

The Careers Service is currently seeking an Events, Marketing & Social Media Officer to join the team to continuously improve and drive engagement with our key stakeholders including students and employers.

Duties and Responsibilities

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

Qualifications and Experience

The successful individual must have:

- A primary degree in the area of marketing, media or related area.
- Experience of working in a marketing or events or social media role
- Proven experience and competency in event planning, marketing or social media.

Skills / Experience / Knowledge

- Ability to form good working relationships with internal teams and external stakeholders.
- Project management skills and strong organisational skills.
- Excellent communication and social skills
- Working collectively in a supportive manner to share tasks and information.
- Excellent level of written English.
- Ability to think creatively.

The individual will be required to work under direction within a team, and collectively within and across teams within the Careers Service and Student Support & Development

Essential Training

The individual 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:

Admin Assistant €37,158 - €55,337

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

Closing date: 11th February 2022

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 Yvonne McLoughlin, Head of Careers Service, Dublin City University.

Email: yvonne.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> (external applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #ST1615 Events, Marketing & Social Media 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](#)