



**Graduate Studies Project Officer
Professional 4
Graduate Studies Office
11 Month Fixed Term Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

Led by the Dean of Graduate Studies, the DCU Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission. The University hosts approximately 900 research students. Our external engagements with enterprise and wider academia are manifest through activities at graduate level nationally and internationally. Our research profile is significantly contributed to by the work of research students, and our national and international standing is influenced by the perception of our postgraduate offerings and experience.

The remit of the Graduate Studies Office include coordinating and facilitating research student support and development, working with Schools and Faculties to develop the University's policies in relation to best practice in research degrees and in research supervision, coordinating processes and supports relevant to graduate students, representing graduate student interests in decision-making internally and on appropriate external bodies, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education, administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

The Role

The role of Graduate Studies Project Officer will report directly to the Dean of Graduate Studies and the Graduate Studies Manager. The post-holder will be accountable for the provision of professional support function for the Graduate Studies Office (GSO) and others involved in graduate research across the University. The person appointed is expected to make a significant contribution to units strategic plan. The information below provides an indication of the duties associated with the post. Due to on-going developments in the sector and University, the range of duties and tasks can change over time.

Duties and Responsibilities

Information Supports for the Graduate Research Community

- Maintaining the GSO website and developing a library of web and paper information resources, aligned with the University's branding guidelines, ensuring all content is current and accurate.
- Assist with the creation, provision and maintenance of digital marketing content and resources for various unit campaigns.
- Contribute to the marketing, PR and communications engagement strategy of the unit by managing the unit's presence on the DCU website and social media channels, including planning and implementing social media strategies to enhance awareness and engagement.
- Liaising with central units and faculties on matters relating to graduate research

Quality and Quality Assurance for Research Degrees

- Promoting quality and quality assurance processes and initiatives, in relation to graduate research
- Monitor and develop quality aspects of postgraduate research in DCU. These projects will vary over time.
- Working to assist the Dean and Graduate Studies Manager to promote collaborative provision.
- Act as the main Data Protection Champion for the unit, representation on the Data Advocate Group meetings and management of the units PDSS, advising and reporting when necessary.
- Monitor national developments in respect of quality guidelines for research degrees and assist the Dean/GSO Manager in engaging with external stakeholders in this regard, and operations related to compliance with these guidelines.
- Prepare documentation and manage process for quality related processes for GSO.

Project Management

- Management of the Research Integrity Programme lifecycle to research students
- Management of the GSO website, ensuring compliance with branding and accessibility requirements
- Production of the annual 'Graduate Studies Office Report of Activities' to GRSB and other reporting relevant to the duties of this role when required.
- Management of specialised projects assigned by the Dean of Graduate Studies/Graduate Studies Manager

Experience and Qualifications

The post holder must possess a primary degree and a minimum of five years' work experience in a Third Level Education. Experience of postgraduate education is highly desirable. Candidates will ideally have strong organisational and social skills, proficiency in various applications (Microsoft Office site etc.), and the ability to work under pressure. Experience of social media management tools, and content management tools preferably Drupal would be advantageous.

They must demonstrate a clear dedication to ongoing professional development and a willingness to participate in relevant university training, and, where appropriate, external training opportunities particularly in relation to the development. The post-holder will also be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Data Protection (GDPR) and any other personal development required of the role.

The successful candidate ideally should have the following:

- Excellent written, oral and visual communication skills and people skills.
- Proven organisational and IT skills.
- Demonstratable experience of marketing and digital media engagement.
- Experience of working in a busy team environment to tight deadlines.
- The ability to meet deadlines and work in a diverse and busy environment.
- A proven track record in teamwork and experience of team partnership.
- The ability to be flexible.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training.

They will also be expected to engage with DCU/ADAPT training on Gender, Equality, Diversity and Inclusion. Other training may need to be undertaken when required.

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](#)