

International Office

Head of International Office

2 year fixed term contact

Since its foundation, Dublin City University has been involved in international student exchange activities and in the development of international teaching and research links. The University is committed to international student recruitment and support, and to the development of international strategic alliances. The International Office, under the leadership of the Head of the International Office, is responsible for pursuing and developing the University's commitment to international students and linkages and international student recruitment.

The University is currently seeking to employ a Head of International Office. The successful applicant will develop an international student recruitment strategy, informed by research and current trends in the international marketplace and underpinned by a viable Business Plan. S/he will lead a team dedicated to servicing the interface between the university and the international student and educational environments and will work with colleagues to achieve the QQAI Quality Mark for DCU, as outlined in the recently published International Education Strategy 2010 - 2015.

S/he should have proven project-management skills, experience in strategy development and business planning and excellent leadership and managerial skills. The successful candidate will also have experience of working in a university environment and developing relationships across units and disciplines. S/he will also be expected to travel as required, on behalf of the University.

The Head will initially report to the Director of Student Support & Development but this may change in line with the development of the University's international recruitment strategy.

Required:

- An undergraduate degree in business or a business-related field is essential, however a higher degree in this area would be advantageous
- At least 3 years relevant experience in a university environment
- A proven track-record in business planning, strategic planning and implementation
- Experience in a management / leadership role
- Track record in project development and event management
- Experience of establishing links and managing relationships

The duties of the post include the following:

- Development, implementation and monitoring of an International Student Recruitment Business Plan for DCU
- Development and management of the International Office and its staff
- Development and implementation of international linkages
- Management of the University's international linkage agreements
- Management of the University's student exchange programmes
- Liaising / collaborating with the IUA International Officer for the benefit of DCU and Ireland Inc.
- Development of support services for international students
- Coordination of meetings for international visitors
- Representation of DCU in international forums

Informal enquiries to:

Ms. Claire Bohan, Director, Student Support & Development, Dublin City University.
E-mail: claire.bohan@dcu.ie Phone: 01 700 5164

Closing date: Thursday, 3rd February 2011

Salary Scale: €54, 331 - €88,068

This Salary Scale may be affected by the provisions of the 2011 budget.

This post is considered to be part of the essential services of the University's Executive (in line with the Employment Control Framework).

Application forms are available from:

Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500
E-mail: hr.applications@dcu.ie

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