

Access Service
Access Project Officer
Administrative Assistant (Grade IV)
3 Year Temporary Contract

The work of the Access Service is of central importance to the University's commitment to equality of educational opportunity and in facilitating access to third level education by under-represented groups. The service operates in close collaboration with the Student Recruitment Department under the remit of the Secretary's Office and has a particular emphasis on facilitating people experiencing social and economic disadvantage. The Service consists of Head of Service, the Access Officer, three project officers and a Secretary.

This position aims to provide social, financial and academic supports on a pre-entry basis to students in our link schools and on a post entry basis to undergraduate and postgraduate Access students in DCU. The Project Officer will be responsible for co-ordinating and implementing a wide range of initiatives designed to facilitate and support students to enter and succeed in third level education.

Duties and responsibilities of the post include:

- Co-ordinate pre-entry activities of financial, academic and social supports to facilitate the entry process for incoming Access students.
- Co-ordinate and increase the involvement of DCU Access students, DCU staff and alumni in delivering programmes to second-level and primary school students in the North Dublin Region.
- Co-ordinate and further develop Access initiatives targeted at ethnic minorities, members of the travelling community, refugees and asylum seekers.
- Assist in the development and delivery of the Access Services post-entry supports programme to Access students in DCU.
- Assist in delivery of the Access Services Summer School Programme.
- Assist in the evaluation of all Access initiatives with a view to best practice.
- Liaise as appropriate with other academic and support services within DCU.
- Liaise with relevant statutory and voluntary agencies on Access issues.

- Prepare funding submissions and assist in fundraising for Access Initiatives.
- Manage budget allocation.
- Undertake other duties and responsibilities which may be assigned from time to time.

Experience and Qualifications:

Applicants must hold a primary degree and ideally have a number of years relevant work experience, preferably in the fields of education, community development or social work. Those with strong experience working with students experiencing social and economic disadvantage would be at an advantage. Applicants should have excellent interpersonal, communication, organisational and administrative skills.

Own car and full driving licence essential.

The **competencies required** for this post are as follows:

1. Knowledge of the organisation / sector

The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

2. Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

3. Personal Effectiveness / Excellence

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload

4. Building and maintaining relationships

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU

Informal enquiries to Ms Ita Tobin, Head of Service, email: ita.tobin@dcu.ie, phone: 01 7005493.

Closing Date: 18th February 2011

Payscale: €37,361 - €50,750

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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