

**Access Service**  
**Student Recruitment Officer Post**  
**Administrative Assistant (Grade IV)**  
**3 Year Temporary Contract**

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The Student Recruitment Office provides advice and guidance to prospective students, while promoting DCU, its staff, facilities, and courses.

The service operates in close collaboration with the Access Service under the remit of the Secretary's Office and consists of Head of Service, three project officers and a Secretary.

A Student Recruitment Officer position is currently available on a three year contract basis. The post holder will report directly to the Head of Service and will work closely with the Registry, Public Affairs, Student Support and Development and with schools and faculties within the University.

**Duties and responsibilities of the post include:**

- Delivery of the Schools Liaison Programme for DCU.
- Develop and update on-line resources for prospective students on behalf of school liaison team.
- Represent DCU at undergraduate and postgraduate career fairs nationwide.
- Deal with individuals who are internal or external to the University regarding issues and queries relating to Student Recruitment which require a detailed knowledge of DCU courses and entry procedures.
- When required, to answer enquiries from prospective students to DCU through the new enquiry service established by the student recruitment office.
- Liaise with members of staff in the Secretary's Office, Registry, Public Affairs and with other administrative and academic staff regarding the support of activities within the Student Recruitment Office.

- Maintain, abstract and analyse data relating to student recruitment, including statistical information on student applications and registrations.
- Develop promotional materials for the schools liaison programme at DCU which will best inform and facilitate the decision making process of potential undergraduate students.
- Co-ordinate DCU open days, seminars / workshops and campus tours for guidance counsellors, parents and prospective students.
- Encourage university wide involvement in the provision of prospective student information and advice activities.
- Initiate and successfully carry out a variety of student recruitment projects throughout the year as allocated by the Head of Service.
- Advise on best practice in the provision of information and advice to prospective students.
- 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. Those with strong experience in marketing / public relations or student recruitment in the third level education sector or as a career guidance advisor will be at an advantage. Candidates should also possess excellent interpersonal, communication and administrative skills, be competent project managers and have the ability to complete projects on budget and to schedule.

It is essential that candidates possess a car and a full clean driving license.

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:** 18<sup>th</sup> February 2011

**Salary scale:** €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](mailto:hr.applications@dcu.ie)

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