

The International Office

Head of International Affairs

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 (<http://www.dcu.ie/international/index.shtml>), under the leadership of the Head of International Affairs, is responsible for pursuing and developing the university's commitment to international students and linkages and international student recruitment. The Head reports to the Director of Student Affairs.

The successful applicant, who will already have worked with international students in an academic environment, will lead a team dedicated to servicing the interface between the university and the international student and educational environments. Experience of teaching at third level would be an advantage.

He/she should have enthusiasm, good people skills, managerial and leadership abilities, and a deep commitment to the University's ongoing role as an international player in higher education. A sound knowledge of international linkage programmes is essential, together with a proactive approach to enhancing such linkages and developing strategic partnerships. The person appointed will be expected to lead an innovative and dynamic international student recruitment programme, to have a thorough understanding and appreciation of intercultural issues and sensitivities and to work with the University community to ensure that this understanding and appreciation pervade all aspects of campus life.

The duties of the post include the following:

- Development of a business plan for the International Office
- Development and management of the International Office and its staff
- Responsibility for the University's international student recruitment programme
- Management of the University's international linkage agreements
- Management of the University's student exchange programmes
- Responsibility for International Office support services to the University's international student body
- Promotion of a progressive intercultural environment throughout the University
- Organisation of meetings for international visitors
- Organisation of International Office participation in international education fairs
- Liaison with University officers and staff in implementation of the University's strategy on international students and linkages
- Representation of DCU in international forums

Nature: **Three-year contract**

Salary Scale: **€48,392 - €79,427**

Closing date: **29th September 2006**