

**Dublin City University**  
**Office for the Vice-President for Research**

**Research Officer – (Grade V) Humanities and Social Sciences**  
**(Three Year Contract)**

Reporting to the Director of Research Support Services, the Research Officer will:

- Manage procedures for administering research contracts including tracking grant applications and income
- Research information gathering and communication on campus
- Organise workshops to promote research activity on campus
- Liaise with university Faculties
- Provide advance notice of research funding opportunities
- Provide expert advice on EU Framework funding programmes and support in project management and co-ordination.

Applicants must possess a degree in a humanities or social sciences related discipline and have a proven track record in research administration. Applicants must have a minimum of three years relevant experience. Experience of national and international funding and research information systems is essential. The ability to function in a highly motivated team structure is also essential.