



The Office of Student Life Clubs & Societies Events Administrator

Background

The Office of Student Life (OSL) provides a platform for the activities of the Students' Union and Clubs and Societies in DCU. It facilitates funding, training, staffing and facilities provision to enable students to fully exploit the opportunities for learning through engagement with extra-curricular activities. It complements the academic mission of the University, thereby contributing to the holistic development of our students.

Role:

The Clubs & Societies Events Administrator will report to the Clubs & Socs Finance & Development Officer.

Duties and Responsibilities:

The duties & responsibilities of the role will include, but are not limited to the following:

- Previous experience with Excel & MS Word not essential but beneficial.
- Background experience with Clubs & Societies essential.
- Pro-active individual who acts on own initiative.
- Strong work ethic.
- Liaise professionally with university departments, OSL staff and students.
- Liaise professionally with external contractors.
- Must demonstrate a passion for enhancing student engagement.
- Liaise and work closely with the Clubs & Socs Finance & Development Officer.
- Undertake any other duties that may be assigned by The Office of Student Life Manager from time to time.

Experience and Qualifications:

- Applicants must be a registered DCU student in the 2018/19 academic year
- It is expected that the post-holder will have previous experience in a similar role and environment.
- Excellent verbal and written communication skills.
- Have the ability to work as part of a team, which includes staff and students.

- Enthusiasm for working with and supporting students.

The competencies required for this post are:

Personal Effectiveness/Excellence

Continuously strives to achieve high standards in the completion of tasks and in our approach to working with people.

Knowledge of the Organisation/ Sector

The ability to continuously learn and understand the structures, processes and relationships within DCU. Develops confidence in what they know about DCU and the OSL

Teamwork

Works together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Further Details:

The successful candidate is subject to a probationary period of 12 weeks with a review period on completion. Contract is subject to renewal in May of the relevant academic year.

Hours of work: An anticipated start date of September 2018, Monday - Friday during the academic year with a minimum of 20hrs/wk. Flexibility is required across the five days.

€9.98/hr

To Apply: Please send your CV along with a cover letter to Siobhan.byrne@dcu.ie with the subject line as Clubs & Socs Events Administrator

Closing Date for Applications: 10am, Thursday 3rd May 2018

Interview Date: Morning of Friday 4th May 2018

Dublin City University Office of Student Life is an equal opportunities employer