



## **Dublin City University - Office of Student Life 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 Events Administrator will report to the Manager- Office of Student Life

### **Duties and Responsibilities:**

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

- In consultation with the sabbatical team and relevant staff, organise weekly or bi weekly events on GLA and SPD campuses.
- Liaise professionally with university departments, OSL staff and students in relation to the administration of SU events.
- Liaise professionally with external contractors.
- Display creativity in the scheduling of events to be as inclusive as possible.
- Liaise and work closely with the Manager Office and Student Life and the Facilities Manager
- Undertake any other duties that may be assigned by The Manager-Office of Student Life from time to time.

### **Experience and Qualifications:**

- Background experience with DCU events or Clubs & Societies essential
- Pro-active individual who acts on own initiative.
- Strong work ethic
- 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/environment.
- Excellent verbal and written communication skills.

- Have the ability to work as part of a team, which includes staff and students.
- Previous experience with Excel & MS Word, Gmail and GCal not essential but beneficial.

**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:, Monday - Friday during the academic year with a minimum of 20hrs/wk. Flexibility is required across the five days.

Rate of pay: €9.98/hr. An anticipated start date - asap

**To Apply:** Please send your CV along with a cover letter to [oslrecruitment@dcu.ie](mailto:oslrecruitment@dcu.ie) with the subject line "Events Administrator"

**Closing Date for Applications: 10am, Friday October 12th, 2018**

Interviews will take place week of October 15th, 2018

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