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 Head of Clubs and Societies.

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

- 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 Head of Clubs & Societies.
- 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 2021/22 academic year
- Previous experience with Excel & MS Word not essential but beneficial.
- Previous experience with Google sheets, docs and drive not essential but beneficial.
- Previous experience with the Clubs & Socs online management system, not essential but beneficial.
- Background experience with Clubs & Societies essential.
- It is expected that the post-holder will have previous experience in a similar role and environment.
- Excellent verbal and written communication skills.
• Some basic audio and lighting production skills are not essential but beneficial.
• Have the ability to work as part of a team, which includes staff and students.
• Enthusiasm for working with and supporting students.
• Pro-active individual who acts on their own initiative.
• Strong work ethic.

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. €12.00/hr
• **Closing Date for Applications:** 9am, Friday, May 21st 2021
• **Interview to be held before w/e May 26th** (date to be confirmed)

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