

Earn as

You Learn

Student Employment Programme

2024/25

Welcome

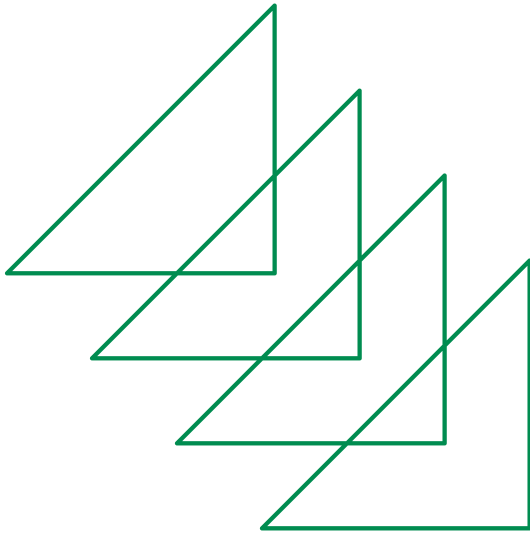
We're really excited that you're interested in coming to work at Dublin City University Office of Student Life!

We're progressive and passionate people working to make a difference in a fun and professional environment. We're a small but mighty team working towards creating an extraordinary experience that ensures students love their time in DCU and create memories that last a lifetime.

Our Student Employment Programme gives you the chance to gain some key competencies and experience through our on-campus job opportunities. The experience you gain working for us will support you in gaining the skills, experience, and knowledge to further your career, whatever you may choose to do after your studies!



About Us



The Office of Student Life is the umbrella body for the Students' Union, Club Life Committee and Society Life Committee and, since 1985, it has supported and developed the provision of high-quality services, supports and facilities to DCU's 20,000 students: providing administrative support, training and facilities for the student leadership and student-led bodies that work to enhance the experience and richness of students' time in DCU.

Our mission is to enhance and support the lives of DCU students – both inside and outside the classroom – providing opportunities for growth and development through holistic experiences.

What We Do

The Office of Student Life (OSL) complements the educational mission of the university and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational activities, services, and facilities.

We serve as the heart of the University community and create a welcoming environment by:

1. Operating as a student-centred organisation that engages in shared decision-making and holistic development through employment and involvement.
2. Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
3. Educating students in leadership, social responsibility, and entrepreneurship and offering first-hand experiences in global citizenship.
4. Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.





We occupy a unique position in the University- part of it, but independent of it too. The OSL and the University share one common goal - that is to provide a transformative student experience. We enjoy a productive partnership with the University in pursuit of our mission and collaborate at every opportunity. As a representative body, advocating for students is part of our DNA and we always work to ensure students' opinions and interests are at the forefront of decision-making in the University. We're really proud of our open relationship with DCU as it enables us to spend more time making a difference to students' lives and less time banging down doors.

We receive most of our funding from the University in the form of a capitation grant. Commercial activity is not a priority for us so we raise limited other funds with the exception of some donations to fund some of our student initiatives. We're a Company Limited by Guarantee and don't generate a profit - every cent we make is re-invested back into our services for students.



[Read about our strategy](#) 



Our Values



inclusive

We are open and accessible. We want everybody to feel part of the DCU community, regardless of who you are, where you come from or your stage of life

vibrant

University is an important time in any student's life; we want to make our students' time here fun, enjoyable, and transformative for all of the right reasons!



democratic

We listen to everyone's voice and make sure that your opinions matter and are heard in our student-led organisations and to the university

supportive

We are there through the highs and lows; providing non-judgemental support, valuable services, welcoming spaces, and lively communities



collaborative

We are firm believers that 'no man is an island' and by working together with students, staff, the University, and beyond, we can achieve great things!

Working with us

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity, and inclusion as essential elements of our operations. We pride ourselves on being an inclusive, fun, and dynamic workplace. We are committed to promoting a positive working environment, and we hold our staff relationships in high regard. We are actively looking for people who share our values.

Unique to us, we also offer some great benefits as part of your role:

flexibility

A huge benefit of working with us is that we know how important your studies are. That's why we'll work together to prioritise them by ensuring that we work around your timetable, and your assessments to find the perfect fit for both of us!

career development

It should come as no surprise that we place a big emphasis on learning and development. However and wherever you'd like to progress your career - we'll help you along the way so you can achieve your ambitions.

your wellbeing

Our people really matter to us and we take your mental and physical health seriously. We know that not every day is full of rainbows and sunshine and we're here to support you through the good and bad. We recognise you're balancing many different priorities namely your studies, therefore, we'll aim to work flexibly around your schedule and support you in succeeding in all aspects of your life at DCU. If you hit a bump in the road, we can guide you in the right direction to find the support you need!



and more...

We offer lots more including free tea & coffee, regular social activities, and other supports

Our Team

We're a tight team and everyone works closely together within and across our key areas of work. We have five full-time officers elected from the student body who join us every year known as the 'Sabbatical Team'. We have tons and tons of more student leaders including our Students' Union Executive, Club Life Committee, Society Life Committee, Peer Mentors, 500+ Class Representatives, and more. So when we say tons, we really mean in the thousands!

We are proud to run our Student Employment Programme whereby, annually, we employ DCU students to work across all our functions including the Helpdesk, facilities, events, content production and more equipping them with key skills! Our student staff team are vital to our continued growth and we couldn't do all the things that we do without them!



Types of Roles Available

We have three types of roles available that gives you the chance to choose the right fit for you based on your availability and interests. You can apply for one of our internships if you want to begin carving a career in a specific area, apply for one of our part-time roles as an opportunity to earn some money and develop your skills, or maybe you already have a part-time job but would like something with the flexibility to choose when you work by applying for one of our ad-hoc roles that crop up.

INTERNSHIP

JOB TITLE

Clubs & Societies Events Intern

PRIMARY CAMPUS OF WORK

Glasnevin Campus

RATE OF PAY

€13.65/hr

WORKING HOURS

22 hours per week during semester time worked flexibly around your timetable. This opportunity may suit a Masters student.

JOB DESCRIPTION

As a Clubs & Societies Events Intern, you will be an integral part of our dynamic team, contributing to the planning and execution of a wide range of events hosted by our diverse clubs and societies.

DUTIES

- Assist in the coordination and logistics of Club and Society events, ensuring smooth execution from start to finish.
- Help in managing event budgets, including tracking expenses and ensuring cost-effectiveness.
- Act as a point of contact for event organisers, assisting as needed to ensure a positive experience.
- Work closely with Club & Society leaders to develop collaborative initiatives and maximise the impact of events.
- Gather feedback from event participants to evaluate event success and identify areas for improvement.

This internship offers a unique opportunity to gain hands-on experience in event management within a vibrant and diverse community. You will have the chance to develop valuable skills in communication, organisation, and teamwork while contributing to the enriching student experience provided by our clubs and societies.

WHAT WE'RE LOOKING FOR

- 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.
- 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 with a strong work ethic.



PART-TIME ROLE

JOB TITLE

Clubs & Societies Development Assistant

PRIMARY CAMPUS OF WORK

Glasnevin Campus

RATE OF PAY

€12.70/hr

WORKING HOURS

As with all our roles, we will be flexible in working around your timetable. What we are looking for and what we can offer you is a minimum of 15 hours a week up to a maximum of 20. This opportunity may be suited to a Masters student.

JOB DESCRIPTION

Join us in an exhilarating and vibrant position where you will play a pivotal role in enhancing Club & Society life at DCU. Delve into a multitude of engaging initiatives, such as working with Club & Society committees spearheading workshops and training to enable committee members to shape their educational journey actively. As part of your responsibilities, you will be entrusted with supervising the Lead CLC/SLC election program, ensuring its smooth execution. Additionally, you will have the opportunity to enhance your proficiency in our ticketing program, fostering valuable skills in learning management systems. Furthermore, you will play a pivotal role in nurturing Club/Society engagement through the development of impactful social media strategies and the creation of a compelling weekly newsletter.

DUTIES

- The role will provide administrative support in the Clubs and Societies Office, working as part of a busy team.
- To provide a welcoming first impression of the Clubs & Societies Office by providing excellent and diligent customer service
- Signpost students to help with their query
- Be knowledgeable about and ready to discuss all upcoming Student Life (Clubs & Socs and Students' Union) activities
- Provide website and social media support as needed, including updating content and posts if required.

This is neither a comprehensive or exhaustive list and the duties may be varied from time to time and may be changed and be added to or deducted from. Any changes will not alter the general character of the job and/or level of seniority or responsibility unless following on from discussion and agreement.

WHAT WE'RE LOOKING FOR

- Similar experience would benefit your application but it's certainly not necessary
- Someone who is passionate about clubs and societies
- Strong organisational skills
- Extensive knowledge and experience in using the Online Management System



PART-TIME ROLE

JOB TITLE

Student Life Assistant

PRIMARY CAMPUS OF WORK

Glasnevin Campus

RATE OF PAY

€12.70/hr

RATE OF PAY

€12.70 per hour approximately 16 – 20 hours per week. students. We know you won't know your exact timetable until September and that's OK but we're on the lookout for students who can commit to several 4 – 6 hour shifts on weekdays between 8am and 7pm.

JOB DESCRIPTION

We are seeking enthusiastic and reliable student staff members to join our dynamic team at DCU Student Life. This position offers the opportunity to engage with various aspects of student life, including providing assistance at our Info Hub, supporting student initiatives and activities, and contributing to the smooth functioning of U building facilities. Depending on staffing needs and individual preferences, the role may involve working in all three function areas or focusing on a specific area.

DUTIES

Info Hub Support:

- To provide a welcoming first impression of DCU Student Life and the U building by providing excellent and diligent customer service as well as providing general administrative support to all Student Life areas of work
- Assist students, staff, and campus visitors with inquiries related to university-wide services, events, and resources
- Respond to enquiries online through our website, email, or social media ensuring all queries are answered promptly and professionally

Student Activities Assistance:

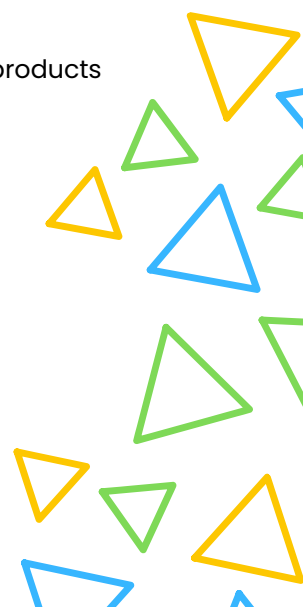
- Provide logistical support for student activities and events
- Assist in the running of student activities taking place in the U including but not limited to our free breakfast service and The Pantry Store
- Ensure cleanliness and tidiness of the Pantry area

Facilities Management:

- Support the operation of the U building by maintaining the cleanliness and functionality of our facilities.
- Assist with setup and breakdown of spaces for events and meetings
- Report any maintenance issues or safety concerns promptly.
- Replenishing of Info Hub services such as period products, and free contraception products throughout the campus

WHAT WE'RE LOOKING FOR

- Excellent communication and customer service skills.
- Ability to multitask and prioritise tasks effectively.
- Strong attention to detail and willingness to learn.
- Reliable and punctual with a positive attitude
- Similar experience would benefit your application but it's certainly not necessary
- Must intend on being a DCU student in the 2024/25 academic year



PART-TIME ROLE

JOB TITLE

Info Hub Assistant

PRIMARY CAMPUS OF WORK

St. Patrick's Campus

RATE OF PAY

€12.70/hr

RATE OF PAY

€12.70 per hour. We have shifts available from 10-4 on Mondays and Fridays.

JOB DESCRIPTION

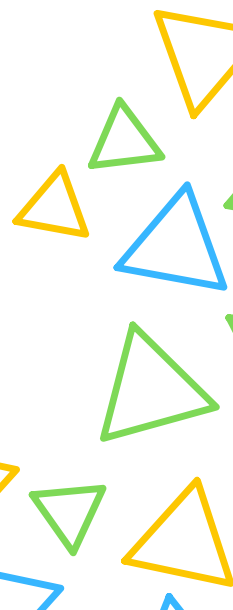
We are seeking enthusiastic and reliable student staff members to join our dynamic team at DCU Student Life. This position, based on our St. Patrick's campus, offers the opportunity to act the front-of-house at our Info Hub. You'll welcome students and visitors to our facilities, support them with their enquiries, and maintain the upkeep of our area helping to contribute to a positive student experience for our students based on St. Patrick's campus.

DUTIES

- To provide a welcoming first impression of DCU Student Life and our St. Patrick's campus facilities by providing excellent and diligent customer service as well as providing general administrative support to all Student Life areas of work
- Signpost students to the relevant SU Officer or University support service best suited to help with their query.
- To respond to enquiries online through our website, email, or social media
- Be knowledgeable about and ready to discuss all upcoming DCU Student Life activities
- Replenishing of Info Hub service such as period products, condoms throughout the campus

WHAT WE'RE LOOKING FOR

- Familiarity with the St. Patrick's campus is not necessary but will be a significant advantage
- Excellent communication and customer service skills
- Ability to multitask and prioritise tasks effectively
- Strong attention to detail and willingness to learn
- Reliable and punctual with a positive attitude
- Similar experience would benefit your application but it's certainly not necessary
- Must intend on being a DCU student in the 2024/25 academic year



APPLICATION PROCESS

We'd love to hear from you if you're excited by any of our roles and interested in joining the team. Check out below for the process for making an application. You can apply for as many roles as you may be interested in!

In the application, you will be asked for your contact details, an up-to-date CV, and the following questions which you might find helpful to prepare in advance.

- Why are you applying for the role?
- What interests you in working in the role and DCU Student Life?
- How do your skills enable you to succeed in the role?
- What skills have you gained that is applicable to the role?

Remember that you don't have to have work experience to have the skills or knowledge to do a great job. We are interested in your potential, so encourage you to use examples from outside of work too when answering the questions.

Apply before 5pm May 8th by **[clicking here](#)** or visiting **dcustudentlife.ie/earn**

Next Steps

Once the closing date has passed, we will review all applications and update you on the process. If your application is shortlisted, you'll be invited to an informal interview which is an opportunity for you to learn more about us, for us to learn more about you and see if we could be a good fit together

Informal Queries

If you have any queries about the Clubs & Societies Internship or Assistant roles, please email siobhan.byrne@dcu.ie

For queries about the application process or any of the other roles, please email podge.sheehan@dcu.ie