

DCU

Student

Life

July Coordinator Application Pack

Be brave
Be bold



Welcome

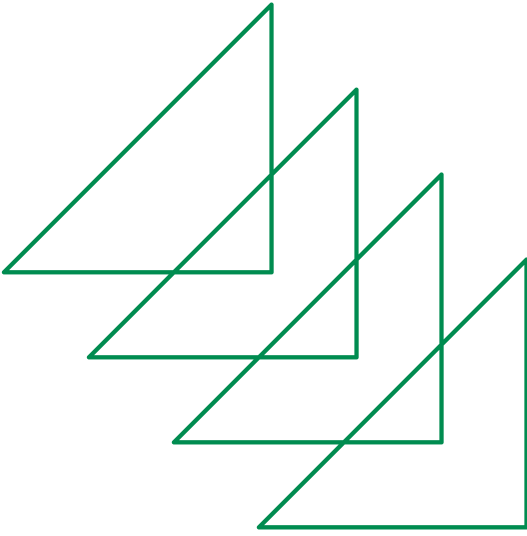
We're really excited that you're interested in coming to work at Dublin City University Office of Student Life!

We're the opposite of corporate. We're progressive and passionate people working to make a difference in a fun and professional environment. It's an exciting time to join us. 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. This role will be fundamental in helping us shape a new transformative student experience for the coming years.

If you're excited to help shape the future of an organisation that improves the lives of over 20,000 students and want to build your career in an organisation with a supportive, rewarding and inclusive working environment, we'd love to hear from you.



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.



About DCU

Dublin City University (DCU) has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin–Drumcondra area of North Dublin.

The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings

DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

What We Do

DCU Student Life 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. DCU Student Life 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.

Your Development

It should come as no surprise that we place a big emphasis on learning and development. With us, you'll have access to extensive development opportunities, whether this is a professionally accredited course, training to boost your skills, or coaching and mentoring schemes, we offer a rounded approach.

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 encourage everyone to work flexibly around the needs of their role to help support their work-life balance and we offer a time off in lieu scheme that allows colleagues to take time back after busy periods. If you hit a bump in the road, we have a 24/7 Employee Assistance Programme for you, your family, and friends.

The Perks



holidays

On top of 21 days annual leave, you also get five 'closure' days over the festive period, one at Easter, and bank holidays - that's 35 days!



pension

We'll help you save for the future as part of our Pension Contribution Scheme



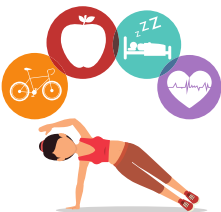
travel

We offer free on-campus parking and a cycle-to-work scheme. If you're looking to get away, we offer a travel loan option.



flexible working

Our Work-Life Balance policy includes flexi-time by default and we'll always consider requests for remote working, compressed hours, annualised hours and more based on your needs



healthy lifestyle

Your health is important to us. We offer a discounted gym membership, free eye tests, contributions towards eyeglasses, support for attending health appointments, generous sick pay, and more.



and more...

We offer lots more including free tea & coffee, regular social activities, University library access, study leave, 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 Information Hub, 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!



The Role

JOB TITLE

Student Life Coordinator

CONTRACT

Full-time, initially twelve-months subject to renewal given satisfactory service

SALARY RANGE

Coordinator Scale

(€35,221, €36,286, €37,142, €38,200, €39,265, €40,315, €41,970, €43,848, €45,737, €47,624, €49,023 as of Jun '24)

Note: The specific starting point on the scale for this position will be determined based on the candidate's skills and experience. The successful candidate is expected to start at the lower end of the scale, with annual increases anticipated thereafter. This approach ensures that our team members are rewarded fairly as they grow and contribute to the organisation.

LOCATION

Office of Student Life, Dublin City University

REPORTS TO

Head of Leadership and Student Engagement

Job Purpose

Join us as a Student Life Coordinator at Dublin City University Student Life, where your passion for variety and adaptability will flourish in a role that offers dynamic challenges and diverse responsibilities.

In this pivotal position, you will engage in a range of impactful activities essential to enhancing student life. From managing administrative functions and supporting governance activities to implementing projects that shape our student community, you will be instrumental in creating a vibrant and inclusive campus environment.

Ideal for someone who thrives on variety and enjoys tackling new challenges daily, this role will see you collaborating across teams, facilitating student engagement, and contributing to strategic projects that lead to an outstanding student experience.

If you're eager to make a real difference in higher education, possess strong organisational skills, and revel in a role that keeps you on your toes, this opportunity is tailored for you. Join our team at DCU Student Life and bring your passion for student success to life in a supportive and innovative environment where every day brings fresh opportunities to inspire and empower our students.

Core Duties

Key Responsibilities

1. *Administrative and Project Support:*

- Plan, execute, and oversee projects from initiation to completion, ensuring alignment with the strategic objectives of the Office of Student Life.
- Carry out a range of administrative tasks, supporting all functions of Student Life, including providing ad hoc administrative support to managers
- Support activities, events, and projects within the Unit and wider Student Life projects such as elections, awareness campaigns, accreditations, community engagement, annual award and recognition events, and volunteer training.

2. *Operations and Governance Support:*

- Oversee the strategic and operational development of the Students' Union elections, referendums, and Class Rep Council
- Review and develop governance structures in collaboration with the Head of Leadership and Student Engagement and the Director of Student Life.
- Proactively support the orientation, handover, and induction of Sabbatical Officers and guide them in their responsibilities as employees.
- Work with colleagues to ensure Sabbatical Officers effectively communicate their existence, campaigns, and impact through regular blogs, social media content, website content, and videos.

3. *Communication and Reporting:*

- Ensure officers seek relevant expertise and staff support before and after key initiatives and internal and external meetings to ensure effective student representation
- Prepare and disseminate project updates, reports, and presentations for various stakeholders, including university management, students, and external partners.
- Update our website, CMS, and DCU Loop as necessary.

4. *Research and Data Analysis:*

- Conduct research and data analysis to inform project planning and decision-making.
- Gather and analyse data on student needs, preferences, and feedback to identify areas for improvement and innovation.
- Advise and support officers and students in the research, development, implementation, and evaluation of campaigns.

About You

Skills, Experience, and Qualifications

Whilst we do have some skills and experience we're looking for, it's not a definitive list, and we place more emphasis on attitude and enthusiasm, considering them essential qualities that can outweigh specific skills and experience. If you possess a passion for working with young people, a proactive attitude towards learning and development, and a commitment to contributing positively to our vibrant campus community, we encourage you to apply. At Dublin City University Student Life, we value individuals who bring dedication and enthusiasm to their roles, fostering a supportive and inclusive environment where every student can thrive.

Skills:

1. Top class communication skills both written and verbal
2. Excellent ability to manage projects with strong organisational and analytical skills
3. Exceptional Administrative Proficiency
4. Strong Problem-Solving Abilities
5. High Adaptability
6. Exceptional Attention to Detail
7. Advanced Strategic Thinking
8. Proficient Digital Literacy
9. Dedicated Student Support Focus

Experience:

- Proven experience in a student-facing, administrative, or project management role is desirable.
- Demonstrated ability to apply skills effectively in a diverse and dynamic organisational context.

Qualifications:

- Bachelor's degree in a related field.
- Strong proficiency in relevant software applications.

Note: *This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties, responsibilities, and activities may change or be assigned as needed.*

The Role

JOB TITLE

DCU Student Centre “U” Caretaker

CONTRACT

25 hours per week. Fixed term: September 2024– April 2025, subject to renewal given satisfactory service.

SALARY

€440.20 for a 25-hour week

The role is 25 hours per week on average over the course of the year, however, this may be 30 hours one week and 20 hours another in line with business needs

LOCATION

Office of Student Life, Dublin City University

REPORTS TO

Ultimately to the Director of Student Life, but on a day-to-day basis to the Information Hub Coordinator and the Head of Clubs and Socs

Job Purpose

The Student Centre Caretaker is responsible for maintaining a clean, safe, and welcoming environment in the DCU Student Centre (The “U”). This position is crucial to ensuring that students and visitors have a positive experience while utilising the various facilities and amenities offered in the student centre. The caretaker will be responsible for routine tidying, setup and breakdown of events, and assisting with minor maintenance tasks.

Core Duties

Key Responsibilities

1. Facility Upkeep

- Carry out a daily inspection of common areas, meeting rooms, and recreational spaces in the student centre and its immediate external areas.
- Ensure all facilities and equipment are in working order and promptly attend to or report maintenance or repair needs.
- Repair spaces and replace items as required.

2. Event Support:

- Assist in setting up and breaking down tables, chairs, audio-visual equipment, and other event-related items for meetings, workshops, and special events.
- Collaborate with event organisers and the Information Hub staff to ensure rooms are prepared according to their specifications.
- Provide support during events, including helping with guest inquiries and minor technical issues.
- Provide support for large events as required. Typically, there are 5-6 such events each academic year.

3. Safety and Security:

- Maintain a safe environment by identifying and addressing potential hazards or safety concerns.
- Ensure all emergency exits and fire safety equipment are accessible and functional.
- Report any security concerns or incidents to the Information Hub staff and/or Director of Student Life.

4. Customer Service:

- Welcome and assist students, staff, and visitors with a friendly and helpful attitude.
- Provide information about student centre services, events, and policies as needed.

6. Collaboration:

- Collaborate with the Information Hub staff and other relevant OSL staff to plan and execute facility improvements and upgrades.
- Assist with special projects and initiatives related to enhancing the U's functionality and appearance.

About You

Skills, Experience, and Qualifications

We place a strong emphasis on attitude and enthusiasm, considering them essential qualities that can outweigh specific skills and experience. If you possess a passion for working with young people, a proactive attitude towards learning and development, and a commitment to contributing positively to our vibrant campus community, we encourage you to apply. At Dublin City University Student Life, we value individuals who bring dedication and enthusiasm to their roles, fostering a supportive and inclusive environment where every student can thrive.

Skills:

1. Strong communication and interpersonal skills.
2. Ability to work independently and as part of a team.
3. Attention to detail and a positive work ethic.

Qualifications:

- Leaving Certificate or equivalent.
- Previous caretaker or facility maintenance experience.
- Basic knowledge of safety procedures and emergency response.
- Availability to work flexible hours, including occasional evenings and weekends as needed.
- A clean, up-to-date driving licence is desirable

Physical Requirements:

- Ability to lift and carry up to 20 kg.
- Stamina to stand, walk, bend, and perform physical tasks for extended periods.
- Ability to safely use cleaning equipment and tools.

Note: *This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties, responsibilities, and activities may change or be assigned as needed.*

Apply Now

We'd love to hear from you if you're excited by this role and are interested in joining the team. Check out below for the process for making an application.

To do so, please prepare:

- A motivating statement, no greater than two A4 pages, we'd love to know:
 - Why you're interested in applying and why you think you're the best person for the role
 - How you feel your personal values align with our organisational values
 - Your knowledge, experience, and skills that will enable you to be successful in the role
- An up-to-date CV

Please prepare your application as one whole document in PDF format Remember that you don't have to have work experience to have the skills or knowledge to do a great job. Your attitude and approach to work is critical too - we are interested in your potential!

Apply before 9am, Monday 22nd July 2024 by **clicking here**

Next Steps

We will always get back to you with the outcome of your application so please bear with us as it might take some time to review. After the deadline, we will begin to review each application and will contact you if we require further information from you.

We aim to hold interviews on 30th and 31st July 2024. We review applications on a rolling basis. If shortlisted for an interview, we will give you at least one week's notice to enable you to make arrangements.

Informal Queries

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

DCU Student Life is an equal-opportunity employer. We encourage applications from candidates of all backgrounds and experiences. This is not a DCU University post.