



Applications are invited from suitably qualified candidates for the following position

**Erasmus Mundus Joint Masters Project Officer  
Professional 4  
Faculty of Humanities and Social Sciences  
Fixed Term Contract up to 31 October 2027**

**Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. 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.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. 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.

**Overview of the department**

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music and a number of research centres and institutes. It is DCU's largest faculty, offering long-established subjects such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Religious Studies, and Philosophy and newer disciplines such as Media Studies, Journalism, Social Entrepreneurship, Translation Studies and International Relations.

## **Role Profile**

The Faculty of Humanities and Social Sciences has recently secured in excess of €5M Erasmus+ funding for the European Master in Law, Data and Artificial Intelligence (EMILDAI: [www.emildai.eu](http://www.emildai.eu)). DCU is the coordinating institution that will be responsible for the management of the EMILDAI programme and the coordination of three partner universities from France, Italy, and Spain.

The post holder will work as part of the Faculty Administration Team to manage and provide professional assistance on a broad range of activities specifically associated with the delivery of the EMILDAI project and associated programme.

The role will involve the management and coordination of a number of aspects of the EMILDAI project and the related master's programme, including the production, exchange and maintenance of academic, administrative and financial records, assisting the academic project coordinator in relation to assessment of applications and overall coordination of the project, liaising with the relevant DCU units, partner universities and the EU Commission, assisting with the organisation of events, and coordinating the promotional strategy of the project.

The role will require the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes. The post holder will be offered the possibility to attend international workshops in Europe, visit the partner universities, and undertake specific training on EU project management.

The Project Officer will report to the Faculty Manager or his/her nominee and will work closely with the Principal Investigator/Programme Chair. As indicated above, the responsibilities of the post holder may change over time, in line with the needs of the University.

## **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

## **Qualifications and Experience**

The post holder will have:

- A primary degree (NFQ Level 7) Qualification or equivalent

In addition, the ideal candidate will have:

- A minimum of three years' relevant experience
- Experience in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment or in relation to EU funded projects.
- Ability to work freely and take ownership of outcomes for key projects/tasks.
- Project management skills and the ability to prioritise and manage multiple tasks simultaneously.
- Ability to work with a variety of stakeholders at various levels internally and externally.
- Excellent communication skills, both written and verbal (working knowledge of French, Spanish or Italian is an advantage).
- Experience in writing grant applications.
- Excellent teamwork and partnership skills.
- Excellent presentation and facilitation skills.
- Demonstrable dedication to high quality in their work.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) **and all Cyber Security Awareness Training**. Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 4: \*€39,939 - €59,306 refer to [DCU Payscales](#) for the applicable payscale.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

**Closing date:** 15th September 2023

### **Additional Information**

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

### **Informal Enquiries in relation to this role should be directed to:**

Dr Edoardo Celeste, EMILDAI Programme Chair, Faculty of Humanities and Social Sciences, Dublin City University. Email: [edoardo.celeste@dcu.ie](mailto:edoardo.celeste@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

### **Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref # ST1905 EMJM Project Officer**

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.*

*The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*