

Position: Project Assistant

Organisation:

The Irish Universities Association (IUA) represents, promotes and provides support services for the seven Irish Universities. The IUA is a non-profit making body with charitable status.

The IUA invites applications for the position of **Project Assistant**, commencing early January 2015. Based at the IUA office on Merrion Square, the person appointed will provide project assistance to the DARE HEAR Project Manager, to the Campus Engage National Coordinator and to the International Education Manager. The position of Project Assistant is offered on a two year specified purpose contract and subject to a period of probation, meeting on-going performance requirements and continuation of funding.

Overview of the Projects:

The Disability Access Route to Education (DARE) and Higher Education Access Route (HEAR) are third level admission schemes for students with disabilities and students from socio-economically disadvantaged backgrounds respectively. In the course of the last four years, DARE and HEAR have established themselves as the primary vehicle through which participating HEIs reach institutional and national targets for the admission and progression of students with disabilities and socio-economically disadvantaged students to and through higher education. The IUA hosts the DARE HEAR Strategic Operations Support Office, led by the DARE HEAR project manager.

<http://www.iua.ie/students-graduates/widening-participation/hear-dare/>

The Campus Engage National Network has been set up to promote civic and community engagement as a core function of Higher Education on the island of Ireland, by better enabling HEIs, their staff and students across all disciplines, to engage with the needs of the communities they serve. <http://www.campusengage.ie/>

The IUA International Education Manager focuses on the development and implementation of a collective universities' international education strategy, and all associated elements, within the broader Irish International Education Strategy 2010-2015 announced by government. <http://www.iua.ie/international/introduction/>

Overview of the role:

Reporting to the Director of Academic Affairs, the successful candidate will assist with project implementation and administration in the three projects above, under the following main headings:

- Meetings support
 - Meeting planning and administration
 - Note/minute taking
 - Front of house support for meetings

- Communications
 - Website updating
 - Social media updating
 - Ezine production
 - Assisting with content development and proof reading of communications materials
- General project administrative support, assisting with event coordination, database development and maintenance

Profile of Candidate:

The successful candidate will have a 3rd level qualification and excellent interpersonal and communication skills, with a proven capacity to work in a fast moving team environment, take initiatives and solve problems. The role would suit a highly literate recent graduate, who is seeking to strengthen her/his experience in a dynamic project management environment.

Critical qualities for this role include:

- Effective and persuasive communicator with strong IT, organisational, planning and writing skills.
- Effective time management skills – problem solving, working to strict deadlines, the ability to plan, monitor progress, assimilate, interpret and apply information quickly.
- Ability to multitask across a range of projects essential
- Excellent interpersonal and teamwork skills
- Enthusiasm and commitment to high quality outcomes.

Remuneration:

A salary commensurate with experience will be offered.

Applications:

Please forward a detailed CV and cover letter, demonstrating the competencies and experience listed above, by post or email by 23rd November 2014 to:

Jennifer Cleary, HR Manager, IUA, 48 Merrion Square, Dublin 2

E-mail: jennifer.cleary@iua.ie

Tel: (01) 676 4948

Applications submitted by or through third parties, including recruitment agencies will be rejected. The IUA is an equal opportunities employer.

These projects are co-funded by the HEA and participating institutions.