

Applications are invited from suitably qualified candidates for the following position

**Global Relations Officer
Professional 4
Office of the Dean of Global Relations
Permanent Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University, proud to be one of the world's leading Young Universities. 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

To deliver on DCU's mission as a European university in a globally connected world, it is critical to grow and maintain a diverse network of global partnerships and strategic alliances. These partnerships augment the University's international profile and promote its reputation for excellence in research and education. Our international partners are critical to communicating DCU's strengths and supporting our position and ranking in the global community. The more effectively our staff and students are supported in this work, the more effective they can be as ambassadors for DCU. Through our international partnerships we work to leverage complementary expertise, stimulate mutual projects, boost the mobility of staff and students, build a more multicultural campus community, augment our curriculum and expand our research impact. The role will operate on a whole of university basis – across teaching and learning, research and engagement.

Role Profile

The Global Relations Officer will support the implementation of DCU's Internationalisation strategy. The strategy will be progressed through proactive coordination and targeting of our activities, including research, collaborative programme offerings, international student recruitment, faculty and

staff exchange and student mobility, deepening the University's existing relationships and exploring potential partnerships in key regions.

Working together with colleagues across the university, the Global Relations Officer will assist the monitoring and ongoing review of international partnerships, networks and related activities that strengthen DCU's global engagement.

Duties and Responsibilities

Reporting to the Global Partnerships, Strategy and Relations manager, the Global Relations Officer will assist a range of activities that include but are not limited to the following:

- Work with faculty to keep abreast of engagement with and delivery of DCU's Internationalisation Strategy.
- Facilitate the organisation and administration of the DCU International Committee.
- Assist annual planning for internationalisation and partnerships, including coordination of activities and reporting across DCU faculties.
- Liaise with the University's international partners to update records on existing and new initiatives and partnership opportunities.
- Actively assist the monitoring, evaluating and reporting on all international activities, including collation of academic network partnerships and international engagement initiatives.
- Assist with the implementation of the international partnerships' approval process
- Facilitate the maintenance of the register of agreements for all international university partnerships.
- Collate information that can help inform strategic decision making in relation to the University's international partnerships.
- Prepare and maintain briefing notes for incoming delegations and outward bound DCU delegation missions.
- Follow up on links to embassy engagements with University/Faculty.
- Assist with the organisation of visits and events for DCU's international partners.
- Represent the University at relevant events in Ireland and overseas as required.
- Assist general administration related to work of the Global Partnerships, Strategy & Relations manager and the DCU Dean of Global Relations.
- Undertake other duties as may be required by the Global Partnerships, Strategy & Relations manager.

Qualifications and Experience

Essential:

- A primary degree or equivalent (NFQ Level 7) in a related field is required.
- A minimum two years' relevant experience, providing administration and assistance in a related field.
- Strong knowledge of the International Higher Education sector.
- Experience in assisting university partnerships and relations with overseas institutions and agencies.
- Excellent administration skills.
- An ability to manage several projects and deadlines, delivering to tight deadlines while retaining excellent attention to detail.
- Excellent communication (both verbal and written), networking, teamwork and interactive skills.

Desirable:

- High level of Intercultural communications awareness and skills.

Essential Training

The postholder will be required to undertake the following essential compliance training:

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- AI Literacy

Other training may need to be undertaken when required.

Salary Scale:

Professional 4 - € 44,169 - € 64,684

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

Closing date: Wednesday 5th, November 2025

Additional Information

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

Remote Working Policy

DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.

Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the [remote working policy](#) will apply.

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

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

Professor Charlotte Holland, DCU Dean of Global Relations, Dublin City University.

Email: charlotte.holland@dcu.ie

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

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

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. We will provide support and accommodations to ensure all candidates, including those with disabilities, can fully participate in the process.

The University's Athena Swan Silver 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](#)

