

TU Dublin Students' Union: Student Advisor for City Campus **(<https://www.activelink.ie/node/109425>)**



Student Advisor for City Campus

Contract: Full-time with 6 months' probation

Remuneration: The salary band for this role starts at €30,000.

Location: Primarily based on TU Dublin City Campus. Travel to other TU Dublin campuses may be required occasionally.

Other benefits: Flexible working, Employers PRSA contribution, EAP.

Context and Background

The Technological University of Dublin Students' Union (TU Dublin SU) is a Constitutional Body that represents the interests of the students of TU Dublin. It is student owned, student led, student accountable and officially recognised by the Governing Body of TU Dublin as the autonomous voice of the students of the university. Its mission is to support student life by providing a range of student services including events and campaigns, providing advice & advocacy and representation in the defence of students' rights in academic, social, and personal matters and is independent of TU Dublin.

The TU Dublin Students' Union has two structures, one of which is a democratic political structure, the Student Council; this establishes policy for the Union and to which all Elected Officers are accountable.

The Constitution of TU Dublin SU has also established TU Dublin SU CLG, a company owned by students which manages the financial, commercial and human resource assets of the Students' Union. It is constitutionally authorized to enter into contractual arrangements for and on behalf of the Students' Union. The Board of Directors of this company is made up of a majority of students, with a minority of external Directors, bringing specific expertise to the Board's deliberations.

This role is core to the work of the Students' Union and has been developed as part of our sustainable staffing structure to ensure focussed and high-quality service provision for all our student members into the future.

Principal Purpose of the Position (the general nature, level, purpose, and objectives of the job):

Our Student Advisors provide professional front-line information, advice, and advocacy services to students in the areas of welfare, equality and education matters and support the efficient operation of representation systems and the delivery of core services on site.

Principal Functions:

- Dealing with student 'casework' through the provision of information, advice and representation for students with queries or problems, guidance on university regulations and procedures and external organizations (e.g., SUSI, PRTB).
- Maintaining and developing local democracy and administering the Class Rep system and elections on campus.
- Acting as a local representative of the SU on university committees on campus to ensure that students can access and avail of services and that local site administration activities are completed.

Please see Job Description attached below.

How to apply

If you feel you are ready for this role and would like to apply, please submit your CV and completed job application form to - recruitment@tudublinsu.ie (<mailto:recruitment@tudublinsu.ie>)

Closing date Tuesday 23rd July 2024 by 10 am

Interview details

Late applications will not be reviewed. Interviews will be taken in person on Monday 29th July 2024 in City Campus. Further details will be given to those candidates who are shortlisted for interview. If in-person interviews are not possible at the time the candidate will be offered other virtual options where possible. Canvassing is strictly prohibited.

Due to limited resources, feedback will only be given to candidates who have been shortlisted for interview.

TU Dublin SU CLG is an equal opportunities employer.

Region

Dublin 7

Date Entered/Updated

9th Jul, 2024

Expiry Date

23rd Jul, 2024

Attachment	Size
TU Dublin SU_SA_Job Advertisement_July2024.pdf	283.7 KB
Student Advisor_Application Form TU Dublin SU_July2024.docx	51.82 KB

Source URL: <https://www.activelink.ie/vacancies/education-training/109425-tu-dublin-students-union-student-advisor-for-city-campus>