



**DiscussAI Project Executive
Professional 4
ADAPT Centre
11 month contract**

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.

ADAPT Centre

ADAPT is the Science Foundation Ireland Research Centre for AI-Driven Digital Content Technology (www.adaptcentre.ie). ADAPT combines the expertise of more than 400 researchers and professional staff across eight Higher-Education Institutes (Trinity College Dublin, Dublin City University, University College Dublin, Technological University Dublin, Munster Technological University, Technological University of the Shannon, Maynooth University and University of Galway) with that of its industry partners to produce ground-breaking digital content innovations. The ADAPT Centre executive function is co-hosted between Trinity College Dublin and Dublin City University.

ADAPT partners are successfully advancing the frontiers of Artificial Intelligence (AI), content analysis, machine translation, personalisation, e-learning/education, media technologies, virtual and augmented reality, and spoken interaction, as well as driving global standards in content technologies.

Education and Public Engagement (EPE) is a key pillar of ADAPT's role in 'future-proofing Ireland'.

Role Profile

ADAPT has secured competitive funding to run exciting education and public engagement projects under the #DiscussAI programme during 2023. #DiscussAI is ADAPT's interactive and collaborative programme of public events about Artificial Intelligence and how this ground-breaking technology impacts all of our lives and society.

The #DiscussAI Project Executive will work closely with members of ADAPT's award-winning EPE team and the principal investigators to deliver projects including:

- **AI in My Life Phase 2:** Will engage 1,500 Transition Year students nationally to reflect on their experiences in a world shaped by AI, personal data processing and digital transformation.
- **Technology in My Life Phase 2:** Will further develop workshops on the ethical use of technology in the lives of primary school students and teachers across Ireland.
- **START (Start Talking About Research Today):** Will see ADAPT devise and deliver an AI module for the START festival on European Researchers' Night.

ADAPT is seeking a #DiscussAI Project Executive to help coordinate the EPE elements of these projects. Identification and engagement of community partners will be a major element of this role, as will liaison with schools.

The role will be based at DCU but remote working 1-2 days per week (depending on time of year) will be facilitated. Candidates must be available to work evenings occasionally and to travel outside Dublin from time to time.

Duties and Responsibilities

The role will suit a person who is fascinated by the cutting-edge of technology innovation and who wishes to share this passion with the public.

The duties and responsibilities of the position include, but are not restricted to, the following: Schedule co-creation events with ADAPT researchers and community partners.

- Recruit and train ADAPT researchers to contribute to the workshops and other public events.
- Liaise with community partners and the ADAPT Marketing and Communications team on recruitment of public participants.
- Work closely with ADAPT researchers on defining workshop themes and crafting engaging content.
- Coordinate event logistics.
- Manage relationships with partners.
- Work with evaluation consultant(s) on event evaluation.
- Maintain website and social media for the projects.

- Identify and secure funding streams to extend the project lifetimes.

The #DiscussAI Project Executive will report to the ADAPT Head of Education and Public Engagement. He/she will work closely with the members of the ADAPT EPE and Communications and Marketing teams, with the principal investigator of the projects, and with ADAPT researchers.

Qualifications and Experience

Candidates must have an Honours Degree or equivalent (NFQ Level 8) qualification plus 3 years' recent and relevant experience in science communication, education and public engagement, or community outreach.

In addition, the ideal candidate will have:

- Evidence of working successfully on own initiative.
- Strong ability to forge productive relationships with internal and external collaborators.
- An ability to work effectively as part of a wider professional services team.
- Excellent communication skills.
- Experience of coordinating and managing projects.
- Ability to multitask, prioritise tasks and work to deadlines.
- Strong IT skills with experience of production of simple webpages and videos/animations.

Experience with community engagement and schools liaison, particularly working with socio-economically underprivileged groups, would be a distinct advantage. Knowledge of AI and wider issues relating to technology in society would also be advantageous.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required. The postholder will also be required to undergo Garda Vetting.

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](#)