Introduction

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. DCU is a research-intensive, globally-engaged institution that is distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students for success in life, and in the workplace, by providing a high-quality education appropriate to solving grand global challenges of the 21st century.

The School of Mechanical and Manufacturing Engineering is a research-intensive school that is home to key researchers in research centres such as MEDeng, Déantús, INSIGHT, ESIPP, The Water Institute and Water is Life in addition to particular strengths in Biomedical Engineering, Advanced Manufacturing and Sustainable Systems Engineering. The School also has strong degree offerings at undergraduate level including Biomedical Engineering, Mechanical and Manufacturing Engineering and Mechatronic Engineering (in conjunction with the School of Electronic Engineering). At postgraduate levels the school offers a taught Masters programme in Mechanical and Manufacturing Engineering with plans to develop additional offerings.

The Role

The School of Mechanical and Manufacturing Engineering is seeking to recruit a talented and enthusiastic School Secretary. The successful candidate will report to the Head of School in Mechanical and Manufacturing Engineering and will provide secretarial, administrative and event management support for the lecturing staff and students in Mechanical and Manufacturing Engineering.

Duties and Responsibilities:

The principal duties and responsibilities of the position include but are not limited to the following:

- Answering queries from students and prospective students/ parents, providing students with advice, changes to timetables and dealing with a wide range of queries.
- Assisting lecturers with queries related to their day to day activities
• Preparation of documents and presentations, use of photocopiers and binding machines, filing, making and receiving telephone calls.
• Arranging meetings, booking rooms for meetings or other events, preparation of agenda, the recording and production of meeting minutes, making travel arrangements; making catering arrangements, maintaining data on the computer.
• Assisting with the sharing of work, where necessary, between Faculty offices.
• Collecting and filing student assessed work, maintenance of school’s student records.
• Assisting with the organisation of seminars, meetings and short courses.
• Assisting with the organisation of open days, final year Expo and Faculty events
• Any other duty which may be assigned from time to time by the Head of School, Dean of the Faculty or his/her nominee.

**Qualifications and experience:**

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course (NFQ level 5) or equivalent and three years relevant experience. Alternatively candidates must hold five years relevant experience in an office environment and a recognised secretarial qualification (NFQ level 5) or equivalent without a Leaving Certificate

The successful candidate should also have customer service experience and be able to multi-task. Candidates will ideally have strong organizational skills together with interpersonal skills, proficiency with IT programmes and the ability to work under pressure and to tight deadlines. Experience in a third level educational environment is essential. Applicants must be flexible, especially around working hours as there will be occasions during the year when early starts or overtime may be required.

**Salary: €26,210 - €32,882.**
Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade II salary scale, in line with current Government pay policy.

**Closing date:** 19th September 2017

**Informal Enquiries**
Informal enquiries to the Head of School of Mechanical and Manufacturing Engineering: brian.corcoran@dcu.ie

**Application Procedure**
Application forms are available from the DCU Current Vacancies (open Competitions) website at [http://www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.
Please clearly state the role that you are applying for in your application and email subject line:

**Job Ref No: 644 – Secretary Grade II, School of Mechanical & Manufacturing Engineering**

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

*Dublin City University is an equal opportunities employer*