

Name	Role	Areas of Responsibility	Room Number	Phone Number
<b>Faculty Management Team</b>				
Michelle Brennan	Faculty Manager	Secretary to <b>Faculty Management Board</b> , management of staff and activities outlined below.	GLA.C237	700 5014
Nuala Clancy	Assistant Faculty Manager (Operations)	Secretary to <b>Faculty Research Committee</b> ; R103 - Change of Supervisor Requests, oversight of PhD Scholarships, Space Management, Faculty Refurbishment Projects, Finance operations and Faculty Liaison with Registry re academic structures, examinations and assessment	GLA C236	700 7415
Máire Ní Sheighin	Assistant Faculty Manager (Academic Affairs)	Secretary to <b>Faculty Teaching and Learning Committee</b> ; Special Case Admissions, Legacy Readmissions, Exemption Requests, Revised Academic Offerings. Faculty Office liaison with OVPAA/USC/Education Committee. Review proposals for new programmes, new pathways and other <b>T&amp;L projects</b> .	GLA.C235	700 7175
<b>Programme Administration Team: Co-ordination and implementation of Programme board administration, Academic Structures, Examinations &amp; Assessment, Timetabling</b>				
Sinéad Elliott	Programme Admin	School of Law & Government UG Programmes	GLA.C203	700 7748
Hazel Langan	Programme Admin	School of English, School of History & Geography and Exchange and Occasional	GLA.C203	700 8450
Dearbhla Lawler	Programme Admin	School of Applied Language and Intercultural Studies, Bachelor of Arts Years 3 and 4	GLA C203	700 5236
Sally Mhic Dhomhnaill	Programme Admin	School of Theology, Philosophy & Music; Fiontar agus Scoil na Gaeilge; Bachelor of Arts (Joint Honours) Years 1 and 2	GLA.C203	700 5012
<b>TBC</b>	Programme Admin		GLA.C203	TBC
Shirley O'Brien	Programme Admin	DCU Connected: BASM, BAEH, BA	GLA.C203	TBC
Kirsty Rickard	Programme Admin	School of Communications; DCU Futures Transversal Skills Multilingualism	GLA.C203	700 6820
<b>Marketing and Communications Team</b>				
<b>TBC</b>	Senior Marketing & Communications Officer	Secretary to the <b>Faculty External Engagement Committee</b> . Oversight of faculty <b>marketing and communications</b> activities, managing student recruitment activities and events, online prospectus development, DCU and faculty branding and digital marketing platforms.	GLA C2XX	700 TBC
Sinéad Ní Chruaí	Marketing Officer	Co-ordination of <b>marketing</b> activities and events; maintenance of Faculty <b>web</b> pages and online prospectus; maintaining social media communications; PGT applications support for Programme Chairs <i>Temp Assigned to: Law &amp; Government PGT Timetabling</i>	GLA.C239	700 8358
<b>Cross Functional Roles</b>				
<b>TBC</b>	Senior Administrator	Management of Programme Administration Team and associated Teaching and Learning operations, faculty liaison with associated units e.g. Registry, OVPAA and ASU	GLA C2XX	700 TBC
Carol Diamond	Research Admin & Graphics	<b>Faculty Research Committee</b> recording secretary, monitor and support FRC Scheme awards, Research structures and examination and assessment processes. Graphics design for marketing materials (digital and print), faculty newsletter. Comms & Marketing support (Twitter, LinkedIn) PGR Applications support for Supervisors PhD scholarships administration	GLA.C239	700 8332
Jeni O'Reilly	Senior Executive Assistant	Support the finance and operations for the faculty and Executive Dean. Recording Secretary to <b>Faculty Teaching and Learning Committee</b> . Process Exam Script payments and support HR and payroll function. Agresso 'Buyer' for D subcosts. Secretary to <b>Faculty Research Ethics Committee</b>	GLA.C239	700 5227
Martha Carson	Senior Executive Assistant	Dean's PA, <b>Faculty Management Board</b> recording secretary, Dean's diary management and allocation of PhD Desks, PhD visa support letters (TBC), Agresso 'Buyer' for P and S subcosts. <b>GURU</b> - assign and review role access to staff, co-ordinate exam paper submissions with School Assistants, monitor external examiners appointments to collate and assign modules appropriately, annual review of module co-ordinators to facilitate anonymous marking in conjunction with Heads of Schools/School Assistants.	GLA.C201	700 7191
<b>Projects</b>				
Danielle Triggiano	EMJM Project Officer	Erasmus Mundus Project Officer - support delivery of EMLDAI project and programme	GLA.C239	700 TBC