



Dublin City University
Centre for Talented Youth Ireland
Older Student Office Assistant
(Grade II)
9-month contract

General

CTYI is a non-profit making organisation at DCU that caters for the needs of academically talented children aged 6 to 16. CTYI provides nationwide assessments and classes for high ability students. Last year over 5, 000 students participated in CTYI programmes that includes Saturday, Summer and correspondence courses.

Role

As part of the continuous development of the programmes CTYI plan to recruit an older student office assistant to help to coordinate the financial and administrative management of the CTYI Older student programme.

The successful candidate will also work closely with all members of the CTYI Office, providing clerical support and assisting in any duties that are deemed appropriate for the smooth running of the various activities undertaken by the Office. CTYI is located on the Glasnevin campus.

Specific Duties

The successful candidate will be responsible for ensuring that the administrative demands of running a busy office are met ensuring that parents and students receive the appropriate information to participate in CTYI activities. These duties include.

- Organising CTYI Talent Search mailing for schools.
- Inputting Talent search applications and mailing out test centre details to students.
- Monitoring Talent Search deadlines and coordinating with the appropriate test centre around the assessment numbers. Filing applications and storing assessment results.
- Mailing out brochure for CAT programme for students.
- Inputting applications for CAT and managing payments relating to the programme.

- Updating acceptance packs for CAT and mailing student course confirmations. Managing course applications to ensure that courses are not either oversubscribed or undersubscribed.
- Managing CTYI Site office during summer programme.
- Supervising CTYI part time teaching staff in relation to commuter lunches and field trips.
- Contacting parents on CTYI programme in relation to their application regarding course choice, payment or course allocation
- Any other duty which may be assigned from time to time by the Head of School/Unit or his/her nominee.

Qualifications and Experience

Candidates must have a Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and have at least three years' relevant work experience. Strong customer service skills are essential and experience working in an international environment is desirable. Candidates will ideally have strong organisational and interpersonal skills, proficiency with IT programmes especially Microsoft Access and the ability to work under pressure. Ideally, applicants should be familiar with the CTYI programme and experience of providing programme or project administration in an academic environment would be a distinct advantage.

The competencies required for this post are:

Knowledge of the Organisation/Sector

The ability to continuously learn and understand the structures, processes and relationships within DCU and CTYI. Develops confidence in what they know about DCU and CTYI.

Building and Maintaining Relationships

Has the ability to develop and maintain good working relationships with colleagues and others, both within and outside the organisation.

Team Working

Works well with colleagues in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Personal Effectiveness/Excellence

Continuously strives to achieve high standards in the completion of tasks in his/her approach to working with people.

Salary Scale: €26,472 - €33,211

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: 24th May 2018

Informal Enquiries to: Colm O'Reilly, CTYI. Email: colm.oreilly@dcu.ie

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <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:891 Older Student Office Assistant , CTYI.*

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.

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