



Dublin City University

DCU Business School

Centre for Executive and International Education Programmes

Secretary Grade II

(2 year Fixed Term Contract up to July 2016)

An innovative and dynamic Business School, DCUBS offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Our teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

The successful candidate will report to the Director of Executive and International Programmes in DCU Business School and will provide secretarial, administrative and event management support for CEIP business unit. The post holder will be part of the overall administrative staffing of DCU Business School, organised by the Faculty Administration Manager.

Job description:

The following is a broad but not exhaustive list of the principal duties of the post:

1. Managing or supporting the organisation and delivery of seminars and tailored short courses for clients. This will include, inter alia, client relationship management, booking guest speakers and lecturers, booking hotels, catering, and technology, raising PO's and settling invoices.
2. Preparation of documents and presentations, use of photocopiers and binding machines, filing, making and receiving telephone calls.
3. 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.
4. Assisting with the sharing of work, where necessary, between Faculty offices.
5. Any other duty which may be assigned from time to time by the 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) and three years relevant experience. The successful candidate should also have customer service experience. 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. Applicants must be flexible, especially around working hours as there will be occasions when early starts or overtime on evenings / weekends will be required.

Salary: €24,960 - €31,882

€22,464 - €28,694*



*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience

Note: Remuneration Policy for Permanent Staff

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1st point of the higher scale OR (ii) a double increment calculated by reference to the staff member's current point of scale and the previous/next point of scale x 2, depending on their point of scale.

Closing date: 6th June 2014

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.

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.

Dublin City University is an equal opportunities employer