



**Dublin City University**

**DCU Business School**

**DCUBS School Office**

**Secretary Grade II**

**(Fixed Term Contract from July up to 19<sup>th</sup> Dec 2014)**

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 Administration Manager in DCU Business School and will provide secretarial, administrative and event management support for the staff and students in DCU Business School.

**Job description:**

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

1. Preparation of documents and presentations, use of photocopiers and binding machines, filing, making and receiving telephone calls.
2. 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.
3. Assisting with the sharing of work, where necessary, between Faculty offices including reception and telephone relief.
4. Answering queries from students and prospective students, providing student with assignment duties, changes to timetables and dealing with a wide range of queries.
5. Monitoring the meetings of deadlines for the setting and clearing of examination papers; maintaining security on exam-related documentation, collecting and filing student assessed work, maintenance of school's student records.
6. Assisting with the organisation of seminars, meetings and short courses.
7. 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 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

**Closing date: 30th 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](mailto: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**