Applications are invited from suitably qualified staff for the following position:

**DCU Business School**
**Centre for Executive and International Education programmes**
**Secretary - Grade II**  
(fixed term contract up to 31st July 2014)

This position is open to staff who meet the following criteria:

- Leaving Certificate
- Recognised secretarial
- 3 years relevant experience
- Or a recognised secretarial course plus 5 years relevant experience without a Leaving Certificate

**Qualifications and experience:**
Candidates must hold a leaving certificate or equivalent, a recognised secretarial course (NFQ Level 5) and three years relevant experience. The succesfull 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.

**Closing date:** 19th September 2013

**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.

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*