



Dublin City University

Faculty of Humanities and Social Sciences

Senior Secretarial Assistant - Secretary Grade III

(Full-Time Fixed Term Contract up to Two Years)

BACKGROUND

The Faculty of Humanities and Social Sciences is home to five Schools including Applied Language and Intercultural Studies, Communications, Education Studies, Fiontar and Law and Government and research institutes including the Institute of Ethics, the Ireland India Institute and the Institute for International Conflict Resolution & Reconstruction.

FUNCTION

The post holder will provide a professional and comprehensive administrative service in support of a range of activities within the Faculty of Humanities and Social Sciences, as part of the Faculty Administration Team.

DUTIES AND RESPONSIBILITIES

The post-holder is responsible for the provision of secretarial and clerical support for the teaching, research and other activities of the Faculty as part of the Faculty Administration Team. The Faculty Senior Secretarial Assistant will be based in the Faculty Office and will report to the Faculty Manager (or his/ her nominee/s). The duties attaching to the post may change over time but will usually include the following specific areas of activity:

- Within designated areas of responsibility, operating computerised or manual procedures and systems (including Agresso, ITS, Drupal) to provide efficient secretarial, clerical and administrative support for the Faculty.
- Supporting the Faculty Office finance function including purchasing; processing invoices, cheque requisitions and transfers; generating reports, follow up on queries, and monitoring of activities.
- Maintaining appropriate files and records including a database of Faculty temporary staff requests and claim forms; the Faculty archive.
- Providing administrative support for examination and assessment processes.

- Assisting with the preparation of Faculty promotional material, prospectus entry and online prospectus and web content.
- Where appropriate, supervision and on-the-job training of secretarial staff at Grade II level and / or trainees.
- Maintaining and assisting with the updating of Faculty Office standard operating procedures, forms and training manuals.
- Acting as secretary to Faculty Committees and Working Groups, including preparation of Agenda, collating documentation, minute taking and follow up.
- Liaising with Schools, other Faculties and University Units (e.g. Finance, Human Resources, Registry, Student Support and Development, Estates and ISS) regarding support for the activities of the Faculty.
- Acting as first point of contact for both internal and external enquiries and for visitors to the Faculty Office.
- Participating in regular administrative team meetings and representing the Faculty at working groups, committees and events.
- Assistance with co-ordination of Faculty workshops, seminars and events.
- Bringing to the attention of colleagues issues which affect the operational efficiency of administrative support within the Faculty.
- Undertaking any other duties that may be assigned by the Faculty Manager (or his/her nominee/s).

EXPERIENCE, SKILLS AND QUALIFICATIONS

Candidates must hold a Leaving Certificate or equivalent; a recognised secretarial qualification and at least five years' experience in a computerised office environment. The successful applicant must have excellent administrative, communication, interpersonal and organisational skills. Candidates should have good computing skills including proficiency and experience in the use of the Microsoft Suite (particularly Excel), e-mail, and information systems (including Agresso, ITS, Drupal). Candidates should be familiar with internal DCU systems with a particular emphasis on the DCU Finance systems. An understanding of basic accounting procedures would be desirable. Confidentiality and discretion to a very high level will be expected of the post holder.

COMPETENCIES

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

Working together 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 and in his/her approach to working with people.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding.

Salary Scale: €31,704 - €40,718

€28,534 - €36,646 *

*Applies to new entrants to the public sector after 01 January 2011.
Appointment will be commensurate with qualifications and experience

Details of the pay that applies to internal candidates upon promotion can be viewed at <http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: Wednesday 9th April 2014

Informal enquiries in relation to this role should be directed to:

Goretti Daughton, Faculty Manager, Faculty of Humanities and Social Sciences. e-mail: goretti.daughton@dcu.ie Tel: +353 (0)1 700 8358 Fax: + 353 1 700 8036.

Application forms are available from: <https://www4.dcu.ie/hr/vacancies/internal.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an Equal Opportunities Employer.