



## **Faculty of Science and Health Faculty Administration**

### **Secretary Grade II Contract up to 12 months**

#### **Function**

To provide a professional and comprehensive secretarial support service in the Faculty of Science and Health under the direction of the Faculty Manager or his/her nominee.

#### **Overview of the Faculty**

The Faculty of Science and Health comprises six Schools (Biotechnology; Chemical Sciences; Health and Human Performance; Mathematical Sciences; Physical Sciences; Nursing and Human Sciences) and offers more than 25 Bachelor and Master degree programmes, many of which have affiliations to, or are recognised by, external professional bodies. The Faculty plays a key role in DCU's Research and Innovation agenda and is home to internationally-recognised Research Centres across a range of areas, including Cellular Biotechnology, Neurotherapeutics, Plasma Science and Technology, Sensors, Water Science and Technology, Nanotechnology, Biomedical Diagnostics and STEM Education. The Faculty places a strong focus on the employability of its graduates and is strongly committed to interdisciplinary teaching and research initiatives, which result in major economic and societal benefits.

#### **Duties and Responsibilities**

Due to ongoing developments within the Faculty and the University at large, the range of duties and responsibilities of the post holder will be subject to change.

The post-holder will be responsible for the provision of secretarial support to members of the Faculty Administration Team as required under the direction of the Senior Administrative Officer in the Faculty Administration Office. Specific duties attaching to the post include, but are not restricted to the following:

- Acting as a first point of contact for the Faculty, answering questions from members of University and Faculty staff, students, prospective students and parents. Referring students to contact points at which they can obtain further information, providing students with information on assignment duties and changes in timetables, dealing with a wide range of queries. Checking and responding on a daily basis to voicemail, fax and email enquiries.
- Maintaining Faculty Office accounts, including processing orders for equipment and supplies in accordance with purchasing procedures, checking on delivery dates and maintenance contracts, checking invoices, processing expenses and cheque requisitions and liaison with the Finance Office as necessary; producing and checking the commitments and accruals of the Faculty accounts on a monthly basis and assisting with year-end procedures as required.
- Maintaining an adequate level of stationery in the Faculty office and ensuring that photocopying facilities are running efficiently.
- Making travel arrangements, arranging meetings, booking rooms for meetings or other special events, making arrangements for the caterer for lunches or other special events liaising with other offices across the University, as appropriate.
- Maintaining Faculty data both electronically and in hard copy, as appropriate.
- Provision of support to the Faculty office for photocopying and filing. Maintaining Faculty filing systems and ensuring adherence to the agreed Faculty retention, archiving and off-site storage policies.

- Provision of support to the administration of professional development modules at all stages.
- Providing support to the Marketing and Schools Liaison activity within the Faculty, including assistance with the bookings and administration of a diverse range of activities in areas such as transition year lectures, Science and University Open Days, Leaving Certificate experiments, publications stock control and public lectures.
- Any other duties that may be assigned from time to time by the Faculty Manager or his/her nominee.

The post-holder must possess the Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and have a minimum of three years relevant work experience. Excellent interpersonal and communications skills are also required. The successful applicant will be flexible, and must be accurate and capable of working to strict deadlines.

**Secretary Grade II      €25,210 - €31,882**

**Closing date: 16<sup>th</sup> March 2016**

**Informal Enquires to** Ronan Tobin, Faculty Manager on [ronan.tobin@dcu.ie](mailto:ronan.tobin@dcu.ie) or 01 700 7513

Application forms are available from:

**Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500**

**Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)**

***Please clearly state the role you are applying for in your application and email subject line:***

***Job Ref #279: Secretary Grade 2, FSH.***

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