



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

Research & Innovation Support

Research & Enterprise Hubs

Commercialisation Support Officer (Grade V) X 2 positions

Full Time Fixed Term Contract up to 3 years

This position is open to eligible Administrative Assistants (Grade IV) who have a minimum of three years relevant experience at Administrative Assistant (Grade IV) level. In addition, this vacancy is open to existing eligible Senior Administrative Assistants I (Grade V) who may wish to transfer and also to staff with a degree in an appropriate area plus three years relevant experience.

An additional business qualification, preferably an MBA, would be a distinct advantage. Knowledge in the areas of focus of at least one Research and Enterprise Hub is essential.

Please note that staff must have successfully completed their probationary period.

Salary: €45,452 - €54,974
€40,906 - €49,477*

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

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Application forms are available at:

<http://www.dcu.ie/vacancies/index.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail:

hr.applications@dcu.ie

Closing Date: 3rd April 2014

Dublin City University is an equal opportunities employer