



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

**Research & Innovation Support**

**Research & Enterprise Hubs**

**Marketing Development Officer (Grade V)**

**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.

A postgraduate business qualification, preferably an MBA, would be a distinct advantage. The successful applicant must have excellent communication, interpersonal and organisational skills.

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](mailto:hr.applications@dcu.ie)

**Closing Date:** 3<sup>rd</sup> April 2014

*Dublin City University is an equal opportunities employer*