



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

**Research and Innovation Support**

Secretary (Grade II)

Fixed Term Contract for up to 3 years

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

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

She/he should also have excellent communication, administrative and IT skills. Candidates will ideally have strong organisational skills together with interpersonal skills and the ability to work under pressure and to tight deadlines.

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

**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: 4<sup>th</sup> April 2014**

***Dublin City University is an equal opportunities employer***