



## **Dublin City University**

### **Job Description**

#### **Research Assistant in Family Firms**

**9 Month, Full-Time Position, based at DCU Business School**

Family firms face unique challenges. To support their continued contributions to our economy and society, DCU has established a Centre for Family Business as a global centre of excellence that works directly with Irish family firms. The Centre collaborates with our network of international business schools, and, through a focused research agenda, develops and translates knowledge to enhance the competitiveness of Irish family firms and offers insights into best practice of family firm management. DCU is committed to developing a centre that achieves international recognition as a hub of expertise and advice for family firms

#### **Position Description**

We now wish to recruit a Research Assistant who will have responsibility for building and maintaining extensive relationships with family businesses, industry, service companies, business groups, state organisations, sponsors and individual donors.

Reporting to the Centre Director the role comprises working closely with DCU research and academic staff and coordinating the research needs of family businesses with the activities in these areas. Understanding best practice from an international perspective as applied in other universities and family business centres is an important part of the development of this service.

#### **Main Responsibilities**

- Provide support across the research project portfolio
- Deliver research outputs and case studies according to the project schedules
- Provide input into reports as required according to project schedules
- Attend and present results at project progress meetings
- Attend and contribute to group meetings
- Contribute to the Centre engagement activities
- Perform other duties as required

## Person Specification

### (A) Knowledge and Qualifications

#### Essential

- A primary degree in a relevant business discipline
- Evidence of strong empirical research skills
- Knowledge of some of the relevant academic literature on family firms

#### Desirable

- Qualitative data analysis skills

### (B) Skills and Competencies

#### Essential

- Skills in the design, management and conduct of research
- A high level of interpersonal and communication skills
- Team working skills
- Report writing
- Time management skills, ability to work on own initiative and ability to work to deadlines

#### Desirable

- Experience in industry-led research
- Presentation skills
- Academic article writing skills

#### For further information please contact:

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**Salary scale: €21,850 - €32,930**

Appointment will be commensurate with qualifications and experience.

#### Contract Duration

The contract will be for approximately 9 months, starting in February 2015.

**Closing date: 18<sup>th</sup> December 2014**

Application forms are available from: [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and from 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)

For more information visit: [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml)