

Faculty of Science & Health
SCHOOL OF NURSING & HUMAN SCIENCES



Secretary Grade II (1 year contract)

INTRODUCTION

A dynamic and rapidly growing University-based School, the School of Nursing and Human Sciences at DCU has well-developed, collaborative relationships with its key stakeholders and partner health services. It is recognised as a leader in its field and is at the forefront of the development of nursing and human sciences research, education and practice in Ireland. The School of Nursing and Human Sciences boasts state of the art facilities and a dynamic, innovative staff who are actively involved in health and social service reform at a national level.

Applications are now invited from suitably qualified candidates for the post of Secretary Grade II.

EXPERIENCE AND QUALIFICATIONS

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course and three years' experience in a computerised office environment. They should have good communication, administrative and computing skills and a preference for working in a team environment.

INDICATIVE DUTIES AND AREAS OF RESPONSIBILITY

- The post holder will assist in the organisation and day to day running of the Administration services within the School of Nursing and Human Sciences. The post holder will report to Office Administrator and will be expected to work on a day-to-day basis with a minimum of supervision.
- The post holder will provide secretarial support for members of academic staff including typing, use of word processors and word-processing facilities, use of photocopiers and binding machines, filing, making and receiving telephone calls.
- Arranging meetings, preparation of agenda, collating documentation, minute taking and follow up, maintaining stationery stocks, making travel arrangements, making catering arrangements for lunches or other events, maintaining School/Unit data.

- Answering questions from students, prospective students and parents, Partner Services and members of the public. Referring students to contact points at which they can obtain further information, providing students with information and dealing with a wide range of queries.
- Work as part of a wider team to provide secretarial support to the School of Nursing.
- Liaison with other Schools and Units (e.g. Finance, Human Resources, Registry) regarding the support of activities within the School.
- Dealing with individuals who are internal or external to the University regarding issues and queries, which require a detailed knowledge of programmes within the School and of University regulations and procedures;
- Undertaking any duties that may be assigned by the Office Administrator.

For additional information or informal discussion in relation to this post contact:

Dr. Gerard Moore, Head of School of Nursing and Human Sciences

Phone 7005340 email: gerry.moore@dcu.ie

Salary scale:

Grade II Secretary: €24,960 - €31,882
 €22,464 - €28,694*

*applies to new entrants to the public sector after 01 January 2011.
 Appointment will be commensurate with qualifications and experience.

Closing date for receipt of applications: 18th July 2014

Application forms are available 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**

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