An innovative and dynamic Business School, DCUBS offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Our teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

The successful candidate will report to the Director of Executive and International Programmes in DCU Business School and will provide secretarial, administrative and event management support for the CEIP business unit. The post holder will be part of the overall administrative staffing of DCU Business School, organised by the Faculty Administration Manager.

**Job Description:**

The following is a broad but not exhaustive list of the principal duties of the post:

- Organise and oversee event arrangement to include;
  - Book guest speakers and lecturers for seminars/events and short courses, liaising with them to ensure they receive all information in a timely manner
  - Book and arrange travel arrangements and accommodation, sourcing hotels when necessary
  - Booking rooms, arrange stationary and catering on-site and off-site ensuring that events run without disruption
  - Own the setup of meetings – table plans, break out rooms, name badges, place settings, signage, registration requirements etc
  - Responsible for AV equipment and technical set-up for events on the day
  - Preparation of presentations and documents for events/courses
  - Preparation of agenda, recording and production of minutes
  - Contact and make necessary arrangements with vendors and other external service providers.
  - Manage all aspects of event execution, provide assistance and resolve onsite issues as required
  - Provide assistance with queries post event
  - Setup and maintain all associated documentation relating to seminar/events/courses, including PO generation, invoicing, etc.
• General office administration
  o Co-ordinates calendars and schedules to ensure effective time management and prioritisation of engagements where necessary
  o Diary Management when required
  o Contact person for specific external supplier relations and queries
  o Use of photocopiers, binding machines, maintenance of files manually and electronically
  o Assist with the sharing of work where necessary between offices within the Faculty

• Any other duty which may be assigned by the Dean of DCU Business School, the Director of CEIP or his/her nominee

Qualifications and Experience:
Candidates must hold a Leaving Certificate or equivalent, a recognised secretarial course (NFQ Level 5) and three year’s relevant experience. The successful candidate should also have event management experience. Candidates will ideally have strong organizational skills together with excellent interpersonal skills, high proficiency with IT programmes (Word, Excel and Powerpoint) and the ability to work under pressure and to tight deadlines. Applicants must be flexible, especially around working hours as there will be occasions when early starts or overtime on evenings / weekends will be required.

Salary scale: €24,960 - €31,882 per annum
Appointment will be commensurate with qualifications and experience

Closing date: 29 May 2015

Application Procedure
Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Please clearly state the role you are applying for in your application and email subject line:
Job Ref #84: Secretary Grade II

Dublin City University is an equal opportunities employer