



Dublin City University

President's Office

Secretary Grade III

(Fixed Term Contract up to 12 months)

The President is the highest ranking administrative and academic officer of the University and has full responsibility for the operation, management, planning and policies of DCU.

The role of the President's Office team is to provide the necessary support to the President to enable him to fulfil his obligations and responsibilities to DCU's stakeholders, both internal and external. This involves managing the day-to-day administration of the President's Office, including the preparation and management of meetings and correspondence, maintaining schedules, serving as a repository for all actions and decisions of the President and his senior management; coordination and management of events and special assignments which are driven by the President; facilitating communication with the university community – staff, students, parents, alumni and trustees - and with external constituents including government, state agencies and the various domestic and international strategic partners.

Function of the Post:

To provide a professional and comprehensive secretarial and administrative support service in the President's Office, under the direction of the Operations Manager.

Duties and Responsibilities:

The duties and responsibilities include, but are not limited to, the following:

- Working with the President's Office team to ensure the smooth running of the President's Office and to ensure that all interactions with the Office are of the highest professional standard.
- Typing of documents, correspondence and presentations, requiring use of MS Office applications, in particular MS Word, MS Excel and MS PowerPoint, email and the web.
- Providing an efficient and responsive central point of contact on behalf of the President's Office.
- Scheduling meetings, booking meeting venues, preparation of agenda, maintaining stocks of stationery, making travel arrangements; making catering bookings.

- Providing support for the organisation and coordination of special events and initiatives, on behalf of the President's Office. This includes making arrangements for catering, guest accommodation, venues, IT and equipment. It also involves maintaining email distribution listings and attendee listings; registering and confirming participants; preparation of documents and materials, and communicating with guest speakers on event logistics and protocol.
- Maintaining and updating the President's Office website content. Liaising with the relevant Units (ISS and Communications and Marketing etc.) as required.
- Servicing Budget Committee meetings, taking minutes and working with the Deputy President to prepare meeting agenda and papers, follow up correspondence, presentations and reports.
- Providing secretarial support to the Deputy President, as and when required.
- Requisitioning of goods and services and processing of invoices using the Agresso system.
- Liaison with Faculties, Schools and Units, as appropriate, to respond to queries and for the completion of assigned tasks.
- Acting as a central liaison point for the President's residence, particularly with regard to the Estates Office of DCU.
- Maintaining appropriate records, files and databases.
- Carrying out any other duties which may be assigned from time to time by the President or the Operations Manager.

Qualifications & Experience

Candidates must hold a Leaving Certificate, or equivalent, a recognised secretarial qualification and at least five years' experience in a computerised office environment. The successful candidate must have excellent administrative, communication (oral and written), interpersonal and organisational skills. The successful candidate must also have excellent IT skills including a high level of proficiency and experience in the use of MS office, Google Apps, and information systems including Drupal and Agresso. Experience of event management and in preparing and managing web content will be a distinct advantage. Confidentiality and discretion to a very high level will be expected by the postholder.

The competencies required for this position are:

Building & Maintaining Relationships

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation.

Personal Effectiveness/ Excellence

Continuously strives to achieve high standards in the completion of tasks and in approach to working with people

Team working

Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding

Salary scales

Secretary Grade III: €31,704 - €40,718

€28,534 - €36,646*

*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience

Details of the pay that applies to internal candidates upon promotion can be viewed at <http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: Friday 19th December 2014

Application forms are available from: <https://www4.dcu.ie/hr/vacancies/internal.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer