



DUBLIN CITY UNIVERSITY
DCU Institute of Education
School of Arts Education and Movement
School Assistant (Grade II)- FT permanent

Background

The DCU Institute of Education (IoE) is the first faculty of education in an Irish university. It was constituted by the incorporation of St Patrick's College, Drumcondra (SPD), Mater Dei Institute of Education (MDI) and Church of Ireland College of Education (CICE) into Dublin City University (DCU) and was fully established in September 2016.

This is a major development of international significance. The Institute is Ireland's largest centre of expertise in education and offers programmes across the continuum from early childhood through primary and secondary to further and higher education.

The DCU Institute of Education is based in a €70 million purpose-built facility on DCU St Patrick's Campus, Drumcondra.

The Institute has a student body of approximately 4,500, 3,500 of whom are on programmes with a substantial placement element. The Faculty currently delivers six undergraduate and 21 taught postgraduate programmes and has an academic staff of 130 in six interdisciplinary schools.

Overview of the role

The successful candidate will be assigned to the School of Arts Education and Movement (AEM) and will work collaboratively with colleagues in other schools and across IoE. AEM is located on St Patrick's campus.

The school assistant acts as a first point of contact for staff and students of the School and for members of the public. He/she also provides clerical support for the teaching, research and other activities of the School. The school assistant for AEM will also support events and assist with administering residencies.

The school assistant's direct line management reporting is to the Schools Support Coordinator with day to day task allocation and direction provided by the Head of School. He/she will work closely with other faculty and school colleagues and with units across the University, including Registry, the Estates Office, Information Systems Services (ISS) and Finance.

Duties and Responsibilities

1. Act as the first point of contact for the school, including for staff and students of the school:
 - (a) Address routine student queries and provide students with information on assignment submission, timetabling and other relevant activities;
 - (b) Advise school staff on administrative processes and communicate any queries or issues as appropriate;
 - (c) Address queries from prospective students, careers advisers, parents others.
2. Provide support to the Head of School, to include:
 - (a) Maintain school records;
 - (b) Minute and make arrangements for school meetings;
 - (c) Update school website content;
 - (d) Arrange meetings, interviews and events including room bookings, catering and travel;
 - (e) Assist with marketing of schools programmes at fairs and information event.
3. Provide routine finance administration support, to include processing orders, checking invoices, confirming deliveries.
4. Support the Head of School and other school staff in organising events and performances.
5. Work closely with other school assistants and faculty colleagues to improve customer service and administrative processes; alert the appropriate faculty administrator when issues or difficulties arise; communicate key deadlines and information to school staff.
6. Participate in any relevant training and quality review processes.



Experience, Skills and Qualifications

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course and three years relevant experience, preferably in a third level environment. Customer service experience is desirable. Candidates should have strong organisational skills together with good interpersonal skills, and the ability to work under pressure and to tight deadlines. They should have good communication, administrative and computing skills.

Salary Scale: €26,210 - €32,882

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade II salary scale, in line with current Government pay policy.

Closing date: 20th October, 2017

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 7005149. Please clearly state the role that you are applying for in your application and email subject line: Job Ref #670 Programme Administrator (Grade IV)

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer