Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

Graduate Studies Office

Led by the Dean of Graduate Studies, the DCU Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission. The University hosts approximately 800 research students and over 2,700 taught postgraduate students. Our external engagements with enterprise and wider academia are manifest through activities at graduate level nationally and internationally. Our research profile is significantly contributed to by the work of research students, and our national and international standing is influenced by the perception of our taught postgraduate offerings and experience.

The responsibilities of the Graduate Studies Office include coordinating and facilitating research student support and development, working with Schools and Faculties to develop the University’s policies in relation to best practice in research degrees and in research supervision, coordinating processes and supports relevant to graduate students, representing graduate student interests in decision-making internally and on appropriate external bodies, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education,
administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

Role Profile

The Administrative Assistant (Grade IV) will be responsible for providing professional assistance to the Graduate Studies Office (GSO), the Dean of Graduate Studies and others involved in graduate research across the five Faculties of the University. The information in the job description provides an indication of the duties associated with the post. Indicative duties can change over time.

It is envisaged that this role will begin in September/October 2020

Duties and Responsibilities

Please refer to the job description for a full list of duties and responsibilities.

Experience and Qualifications

The post holder must possess a primary degree and ideally two years’ work experience in a Third Level Education. They must demonstrate a clear dedication to ongoing professional development and a willingness to participate in relevant university training, and, where appropriate, external training opportunities particularly in relation to the development of IT and communication skills, and skills related to administrative/office management.

Candidates will ideally have strong organisational and social skills, proficiency in various applications (Microsoft Office site etc.), and the ability to work under pressure. Experience of DCU IT systems would be advantageous. Ideally, applicants should be familiar with postgraduate education and have experience of providing programme or project administration in an academic environment.

They will be flexible and will demonstrate the ability to work effectively as part of a wider administrative team. The successful candidate will have excellent organisation skills, be able to multitask and coordinate and progress the tasks associated with the post on their own initiative, exercising a high degree of judgement, confidentiality and discretion.

The ability to operate with a service focus, including skills of listening, building integrity and conveying interest and respect to all those who engage with the unit is imperative, as well as the ability to convey information accurately while remaining mindful to how it is being received.

The successful candidate should have the following:

- Excellent communication skills and people skills
- Proven IT skills and DCU IT systems experience is desirable
- Strong organisational, administration skills with strong attention to detail
• The ability to meet deadlines and work in a diverse and busy environment
• A proven track record in team work
• The ability to be flexible (sessions can be out of normal working hours), even working on-line when required.

**Mandatory Training**
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

**Competencies required**

• **Personal Effectiveness/Organisation Skills:** Excellent organisational and administrative skills. Demonstrable track record in effectively administering multifaceted processes, and coordinating company or institution wide projects. Ability to multitask, prioritise tasks and work to deadlines. Evidence of flexibility and adaptability. Interest in taking on new learning opportunities and open to review, improve and develop systems and processes.

• **Problem solving and Decision making Skills:** Capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

• **Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the department. Willingness to engage with stakeholders and seek feedback on services and/or process improvements. Takes a focused approach to developing relationships.

• **Teamwork:** Working collectively in a supportive manner to share tasks and information. Shows respect for the contribution of others.

**Salary Scale:**
(Admin Assistant Grade IV) €35,939.00 to €53,715.00

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

**Closing date:** 19th June 2020

**Informal Enquiries in relation to this role should be directed to:**
Ms Karen Keating, Graduate Studies Manager
Email: Karen.keating@dcu.ie

*Please do not send applications to this email address, instead apply as described below.*
Application Procedure:
Application forms are available from the DCU Current Vacancies website at http://www.dcu.ie/vacancies/current.shtml

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC0504 Administrative Assistant – Graduate Studies Office

Applications should be submitted by e-mail to hr.applications@dcu.ie

Athena SWAN Charter Dublin City University is an equal opportunities employer and holds an Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment is available at http://www4.dcu.ie/policies/policy-starter-packs.shtml.

DCU is committed to promoting gender equality