Applications are invited from suitably qualified candidates for the following position

**Administrative Assistant**  
**Faculty of Engineering and Computing**  
**Permanent**  
**(2 Posts)**

**Introduction**

Dublin City University ([www.dcu.ie](http://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.

**Faculty of Engineering & Computing**

The Faculty is home to three Schools and hosts or participates in a number of large scale research centres. We offer degree programmes at Bachelors, Masters and PhD levels, while online Level 9 courses are now enabling those in employment to upskill in sought after areas such as Artificial Intelligence and the Internet of Things. Our graduates continue to be highly sought after by industry, and their continued employability is assured through the Faculty’s ever deepening links with industry partners and an evolving curriculum that allows real-world work experience, industry-led team challenges and global engagement in line with DCU’s internationalisation strategy.

The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Support Unit for which the Faculty Manager has overall management brief.

**Role Profile**

The administrative infrastructure which assists Faculty activity, is the remit of the Faculty Support Unit.
The Administrative Assistant will provide a professional and comprehensive administrative service in support of a range of Faculty activities and as part of the Teaching & Learning administrative team. The strategic requirements of the University will determine further activity. The Administrative Assistant will report to the Faculty Manager (or nominee) and will liaise closely with Faculty staff, Heads of School and with colleagues in central units across the University.

**Duties and Responsibilities**

Please refer to the Job Description for a list of the duties and responsibilities.

**Qualifications & Experience**

Candidates must have a Primary Degree or equivalent (NFQ Level 7)

*In addition, the successful candidate will have:*

The successful candidate will have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment. They should be self-motivated, well organised, able to plan, coordinate and progress the tasks associated with the post on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes. They will be reliable, flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.

*Ideally*

Experience in the use of DCU systems such as ITS, GURU, and Syllabus+

The competencies required for this post are as follows:

1. **Building & Maintaining Relationships**

   Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

2. **Personal Effectiveness/Excellence**

   Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multitask and prioritise in a busy deadline driven work environment. Ability to develop standing operating procedures and experience of training staff would be desirable.

3. **Problem solving and Decision Making**

   Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.
4. Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

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.

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: 3rd July 2020

Informal Enquiries in relation to this role should be directed to:
Ms Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, Dublin City University. Email: Michele.pringle@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 #BC0506 Administrative Assistant – Faculty of Engineering & Computing

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

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.