



Dublin City University
Faculty of Engineering and Computing
Administrative Assistant [Grade 4]

[Student Recruitment, Communications, Outreach]

Permanent

The Faculty

The Faculty comprises three Schools, namely Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Office for which the Faculty Manager has overall management responsibility. The Faculty is home to a number of significant research institutes/centres.

The Administrative Assistant role will form part of the administrative support structure which is led by the Faculty Manager.

Function: The post holder will support the Communications, Events, Outreach and social media function within Faculty Support Unit. The appointee will work with other Units to input into and remain informed of systems developments and to ensure the efficiency and streamlined delivery of tasks.

Relationships

The Administrative Assistant will report to a Senior Administrative officer.

Duties and Responsibilities

The Administrative Assistant will support undergraduate and postgraduate student recruitment, communications and outreach functions of the Faculty of Engineering and Computing. The role will take responsibility for organising, management and delivery of events, outreach activities and alumni events, and for supporting communications. This will include liaising with relevant internal units within DCU. The appointee will report to a Senior Administrative officer.

Other key internal relationships within the Faculty include those with Heads of School, academic staff, the Executive Dean, along with other administrative and academic staff. The principal duties and responsibilities of the position include but are not limited to the following:

Student Recruitment, External communication and Outreach Activities

- School liaison and student recruitment activities, including representing the Faculty at external fairs.
- Responsible for organizing the Faculty's participation at undergraduate and postgraduate fairs and company events.
- Delivery of DCU open days etc and Faculty-wide events eg: Final Year Projects Expo,

Open Days, International networking events, and Q&A sessions periodically throughout the year. Supporting School specific events eg: Biomedical Workshop and ComputeTY and any new developments in the area of events and outreach.

- Promoting Faculty activities and news on social media

Internal Communication:

- Support the development and implementation of an internal communications strategy, and assisting in building a sense of community. This will include organising shared events across all our community of students and staff Faculty, & the development of internal communication materials.
- Working with the Communications office to create an approach to and calendar of reporting initiatives/events which will proactively inform students, staff and internal stakeholders in an effective way.
- Working with DCU Careers office in our employer events, and promoting job opportunities

Administration

- Following up on leads generated and applications to undergraduate and postgraduate programmes, and responding to questions from prospective students and parents. Actively engaging prospective postgraduate students and improving conversion to registration rates.
- Support the Senior Administrative officer with measuring and monitoring of marketing campaign effectiveness and provision of statistical reports.
- Working with School Heads/Programme Chairs in development of print marketing materials, for both undergraduate and postgraduate programmes and planning and monitoring digital marketing on social media
- Analysis of competitor programmes and structures.
- Monitoring applications on the PAC system and providing statistical reports for management.
- Supporting the Scholarships administration process.

Undertake any other related duties as may be assigned by the Faculty Manager or the Executive Dean.

Experience, Skills and Qualifications:

The successful candidate must hold a primary degree, have a proven track record of success in administration management, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration related matters.

The successful candidate must have:

- a capacity for proactive thinking and planning
- excellent interpersonal and communication skills applicable across students, staff in all roles and potential applicants.
- strong quantitative reasoning skills
- excellent writing skills
- a positive work ethic and outlook
- good problem-solving, organisational and project management abilities
- the ability to work independently as well as part of a team
- demonstrable commitment to high quality in their work.

The Key Competencies for this post are as follows:

Problem solving/Decision making/Communication 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. Actively listens and communicates in a clear manner. 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.

Building and maintaining relationships/supervision:

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the department in order to deliver on tasks. Willingness to engage with stakeholders and seek feedback on services and/or process improvements. Takes a focused approach to developing relationships. Experience of co-ordinating projects successfully in a team environment. Takes a fair approach in supporting others to complete tasks and is capable of providing appropriate feedback if required.

Personal Effectiveness and Excellence:

Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. Is effective in planning, organising and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, has effective time management skills and the ability able to multi-task and prioritise in a busy deadline driven work environment.

Team working:

Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively within the team, to the need for change and adaptability to an ever-changing environment.

Salary Scale: €35,321 - €52,791 per annum (Administrative Assistant - Grade IV) Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

Closing Date: 04 June 2019

Informal enquires: Informal enquiries should be directed to Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, DCU: michele.pringle@dcu.ie.

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: **#BC0707 Administrative Assistant – Student Recruitment, Faculty of Engineering & Computing.**

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.

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Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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