



Applications are invited from suitably qualified candidates for the following position:

**Faculty of Humanities and Social Sciences**  
**Senior Communications and Marketing Officer**  
**Senior Administrative Assistant II (Grade 5.2)**  
**Permanent Contract**

Applications are invited from experienced business professionals with a track record of achievement and leadership. The successful candidate will:

- Hold an honours Bachelor degree and is likely to have achieved higher qualifications, such as a Master's degree and/or a professional qualification.
- Have a minimum of 3 years professional experience with senior remit in the area of communications, marketing, relationship management or a related field.
- Have experience of communications and marketing with evidence of stakeholder impact and managing stakeholder relationships at a senior level.
- Have experience of event management, public relations and media engagement.
- Have a record of achievement in overseeing social media and digital marketing activities.
- Have a track record of achievement in the delivery of strategic and operational initiatives and targets.
- Provide clear evidence of management, organisational and administrative skills.
- Have excellent written and oral communication skills, excellent presentation skills, and interpersonal and organisational skills.
- Be highly professional, with strong personal and professional integrity and ethics.
- Be highly motivated, able to work under pressure to tight deadlines, with the capacity to adapt in a dynamic, fast changing environment.

**Additional Experience:**

Knowledge and experience of the education sector (nationally and internationally) is not required, but is desirable.

**Closing date: 11<sup>th</sup> October 2019**

**Informal Enquiries in relation to this role should be directed to:**

Goretti Daughton, Faculty Manager, Faculty of Humanities and Social Sciences, e-mail: [goretti.daughton@dcu.ie](mailto:goretti.daughton@dcu.ie); tel: +353 (0)1 700 5014. Please do not send applications to this email address. Please apply as described below. Please note that only those applications submitted as outlined below, using the DCU Application form will be considered for this position.

**Application Procedure**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by post to the Human Resources Department, Dublin City University, Dublin 9.

Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #BC0713 Senior Communications and Marketing Officer, Faculty of Humanities & Social Sciences (Grade 5.2).

***Dublin City University is an equal opportunities employer***