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

**Administrative Assistant – Grade IV**
- Permanent Contract
- 2 and 3 year Fixed Term Contracts

**Role Profile**
Registry is now recruiting a panel of administrative assistants for permanent and fixed term contracts. The post holders will be primarily located on the Glasnevin campus but may be required to move between any of the DCU campuses. The administrative assistants will provide professional and comprehensive administrative services while assisting with the co-ordination and delivery of core Registry activities across multiple campuses.

**Duties and Responsibilities:**
Please refer to the job description for a full list of duties and responsibilities associated with this role.

**Qualifications and Experience:**
The successful candidate will have the following:
- A primary degree or equivalent (NFQ Level 7)
- A minimum of five years recent and relevant office experience, preferably in a higher education environment.
- Experience of working with large complex databases and collation of data from various sources into report format and proven ability to learn new systems.

**Additional Skills:**
Please refer to the job description for a full list of competencies associated with this role.

**Closing date:** 11 November 2019

**Informal Enquiries in relation to this role should be directed to:**
Ms Gillian Barry, Student Awards Manager, Registry, Dublin City University.
Phone + 353 (0)1 700 5105 Email: Gillian.Barry@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 (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 #BC0810 Administrative Assistant – Grade IV*
Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

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