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

**School Reception - Faculty Assistant**
**Secretary Grade II**
**DCU Business School**
**Permanent Contract**

**Overview**

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. It is research-intensive, globally engaged and 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 education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU’s consistent presence in the rankings of the world’s top young universities.

An innovative and dynamic business school, DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

**Role Profile**

The successful candidate will report to the Faculty Manager or his/her nominee in DCU Business School and will provide secretarial, administrative and event management assistance for the lecturing staff and students in DCU Business School.

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

**Qualifications and Experience**

Candidates must hold a Leaving Certificate, a recognised secretarial qualification (FETAC level 5) or equivalent IT skills course (FETAC level 5) and have at least three years’ relevant experience in an office environment. Alternatively, candidates must hold five years’ relevant experience in an office environment and a recognised administrative/secretarial qualification (FETAC level 5) or equivalent (without a Leaving Certificate).
In addition, the successful candidate will:

- have strong organisational skills in addition to interpersonal skills, proficiency with IT programmes and the ability to work under pressure and to tight deadlines.
- Experience in a third level educational environment is essential and knowledge of how business schools operate and interact externally is preferable.
- Be flexible especially around working hours as there will be occasions during the year when early starts or overtime on evenings / weekends will be required.
- Have the ability to work as part of a team and on an individual basis.

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 required.

Salary Scale:
Secretary Grade II €27,614 - €34,130

*Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 19th June 2020

Informal Enquiries in relation to this role should be directed to:
Mr. Jonathan Begg, Faculty Manager, DCU Business School, Dublin City University.
Email: jonathan.begg@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.

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC1101 – Secretary Grade II – Business School

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.