



DUBLIN CITY UNIVERSITY
DCU Institute of Education
Church of Ireland Centre
Secretary Grade II
Part-time post (half-time)

Background

The DCU Institute of Education is the first faculty of education in an Irish university. It was constituted by the incorporation of St Patrick's College, Drumcondra (SPD), Mater Dei Institute of Education (MDI) and Church of Ireland College of Education (CICE) into Dublin City University (DCU) and was fully established in September 2016.

This is a major development of international significance. The Institute is Ireland's largest centre of expertise in education and offers programmes across the continuum from early childhood through primary and secondary to further and higher education.

The DCU Institute of Education is based in a €70million purpose-built facility on DCU St Patrick's Campus, Drumcondra.

The Institute has a student body of approximately 4,000, 3,500 of whom are on programmes with a substantial placement element. The Faculty currently delivers six undergraduate and 21 taught postgraduate programmes and has an academic staff of 130 in six interdisciplinary schools.

In order to ensure that the distinctive identity and values of teacher education in both the Roman Catholic and Church of Ireland/Reformed Christian traditions are maintained on an ongoing basis, two Centres for Denominational Education are located within the Institute (Mater Dei Centre for Catholic Education and the Church of Ireland Centre).

Overview of the role

This post is located within the Church of Ireland Centre (CIC).

The person appointed will be responsible for supporting the day-to-day activities of the Centre, for customer service and for providing support to the Director of the Centre and Centre researchers.

The successful candidate will be part of a team within the Denominational Centre and will work closely with colleagues across DCU and with stakeholders within and beyond the university. He/she but will also be expected to work on his/her own initiative and to liaise with relevant administrative and support staff across the University. The post may involve working off-campus, representing the Centre at conferences and information events from time to time.

The centre assistant's direct line management reporting is to the Faculty Manager or his/ her nominee, with a dotted line to the Centre Director. He/she will work closely with other faculty and school colleagues and with units across the University, including Registry, the Estates Office, Information Systems Services (ISS), Finance, HR and the Library, as appropriate.

Principal Duties and Responsibilities

The duties and responsibilities include, but are not limited to:

Support to Centre Director

- Diary management/ coordination for the Centre Director

- Booking rooms, ordering catering, making travel arrangements, and managing resources for meeting, seminars and conferences
- Act as secretary to the Centre's Advisory Board, to include agenda and other document preparation, administrative arrangements and taking minutes at meetings
- Event management/ coordination
- Assist with marketing centre initiatives and activities including attending promotional events and updating Centre webpages

Customer Service

- Act as the first point of contact for the Centre for staff, students and members of the public
- Provide frontline customer service, appropriately handling enquiries from DCU staff, students and the public, including referring enquiries to relevant centre staff and associates
- Meet and greet visitors to the Centre including those attending events and appointments
- Liaise closely with colleagues and staff across the University, as appropriate

Financial Administration

Routine financial administration to include processing orders, raising purchase orders, checking and processing invoices, confirming deliveries, processing travel claims and updating systems as appropriate

Module Administration

- Provide support to students who interact with the centre, including those taking Centre modules;
- Provide administrative support to the Director of Placement and act as a first point of contact for schools
- Provide administrative support to staff delivering centre modules
- Provide administrative support for student selection processes
- Collate examination papers
- Collect and process assignment submissions

Team working

Work collaboratively with centre colleagues and other Institute and University staff to ensure all institute activity is appropriately supported during leave periods or periods of high activity

Routine administrative duties

Administrative/ secretarial work – General office duties including the use of Microsoft Office packages (including Word, Excel and PowerPoint), the use of various databases, records maintenance, data collation, filing, photocopying, stock taking, managing post, document formatting and production, and data entry and related checks

The person appointed is also expected to participate in relevant training and to work across campuses as required

Qualifications and Experience

Applicants must hold a Leaving Certificate or equivalent, a recognised Secretarial Course and a minimum of three years relevant office experience. Experience in a third level environment is desirable.

The successful candidate will have good interpersonal and customer service skills, and will be capable of dealing professionally and competently with students and staff. He/she will also demonstrate:

- A high level of computer literacy, with proficiency in MS Office packages
- Excellent organisational skills
- High level of professionalism
- Good written and verbal communication
- Good standard of numeracy
- Flexibility in approach to workload and the ability to take responsibility for one's own workload
- Discretion and confidentiality

Closing Date: 23rd March 2017

Salary Scale: €25,210 - €31,882*

**Appointments 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.*

Application Procedure:

Application forms are available from: <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #511: Secretary Grade II, Church of Ireland Centre

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 1 700 5500 or by post to the Human Resources Department, Dublin City University, Glasnevin, Dublin 9 - With your completed application form, you may also send a Cover Letter & CV if you wish.

Dublin City University is an equal opportunities employer