



DUBLIN CITY UNIVERSITY
DCU Business School
DCUBS School Office Reception
Secretary Grade II / Faculty Assistant
(Permanent Contract)

An innovative and dynamic Business School, DCUBS 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. Our teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

The successful candidate will report to the Administration Manager in DCU Business School and will provide secretarial, administrative and event management support for the lecturing staff and students in DCU Business School.

Duties and Responsibilities:

The principal duties and responsibilities of the position include but are not limited to the following:

- Answering queries from students and prospective students/ parents, providing students with assignment duties, changes to timetables and dealing with a wide range of queries.
- Assisting lecturers with queries and equipment loans
- Preparation of documents and presentations, use of photocopiers and binding machines, filing, making and receiving telephone calls.
- Arranging meetings, booking rooms for meetings or other events, preparation of agenda, the recording and production of meeting minutes, making travel arrangements; making catering arrangements, maintaining data on the computer.
- Assisting with the sharing of work, where necessary, between Faculty offices including reception and telephone relief and sorting of incoming mail.
- Collecting and filing student assessed work, maintenance of school's student records.
- Assisting with the organisation of seminars, meetings and short courses.
- Any other duty which may be assigned from time to time by the Dean of the Faculty or her nominee.



Qualifications and experience:

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course or equivalent and three years relevant experience. The successful candidate should also have customer service experience and be able to multi-task. Candidates will ideally have strong organizational skills together with 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. Applicants must 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.

Salary: €26,210 - €32,882.

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade II salary scale, in line with current Government pay policy.

Closing date: 9th June 2017

Informal Enquiries:

Informal enquiries may be addressed to Ursula Baxter, Faculty Manager. Email: ursula.baxter@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 557 **Secretary Grade II / Faculty Assistant**

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. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer