



**Faculty Assistant  
Secretary Grade II  
(Fixed Term Contract of up to 11 months)  
Faculty of Engineering & Computing**

**The Faculty**

The Faculty comprises three Schools namely, Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School, and a number of research institutes/centres. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Professional Support unit for which the Faculty Manager. has overall management responsibility.

**The Executive Dean's office**

The Executive Dean's Office is a key function at the heart of the Faculty. The Executive Dean is a member of the President's Senior Management Group and holds a wide range of responsibilities across the University. These include leadership in respect of the strategic direction of the Faculty both at national and international level. Direct reports to the Executive Dean include the Heads of School, Faculty Manager and Associate Deans. The Executive Dean is representative on a number committees University wide.

**Function of PA to Executive Dean (Grade II) post:**

To provide professional, confidential and efficient secretarial and administrative support services to the Executive Dean in the Faculty of Engineering and Computing. The post holder will also be part of the professional support unit in the Faculty and will be expected to provide administrative support as and when required by the Executive Dean and Faculty Manager.

**Experience and qualifications:**

Candidates must have a Leaving Certificate, or equivalent, and a recognised secretarial qualification. Candidates must also have at least five years' relevant work experience in an office environment. Similar experience in a higher education environment would be an advantage. Applicants should have excellent communication (both oral and written), administrative, and interpersonal skills. A high level of proficiency and experience in the use of MS office applications is required. The successful candidate will have excellent organisation skills, be able to work on their own initiative and exercise a high level of judgement, confidentiality and discretion.

## **Duties and Responsibilities:**

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

- Ensure the efficient day-to-day running of all aspects of the Office of the Executive Dean.
- First point of contact for the Executive Dean's Office for both internal and external queries
- Liaising with the Faculty wide community, stakeholders and external bodies on a range of issues/queries.
- Liaising with other Faculties and Units (e.g. Finance, Human Resources, Estates, ISS etc.) - disseminating information as appropriate to ensure a smooth flow of communication from the Executive Dean at all times.
- Extensive scheduling and diary management
- Organising meetings, preparing agenda, booking venues and hospitality
- Managing the Executive Dean's contacts database, filing and records systems
- Handling incoming and outgoing mail and drafting responses to queries
- Preparation of papers and documentation for the Executive Dean
- Typing of documents, correspondence and presentations requiring the use of MS Office applications, in particular MS Word, MS Excel and MS PowerPoint, the web and email
- Making travel and accommodation arrangements
- Co-ordinating events, functions, international visits on behalf of the Executive Dean or Faculty.
- Representing the Faculty in a 'meet and greet' capacity.
- Purchasing and maintaining stocks of stationery for the office.
- Preparation of the Executive Dean's expenses and reviewing expenses for approval by the Deputy President.
- Other projects on behalf of the Executive Dean or Faculty Manager as required.

**Salary Scale:** €26,472 - €31,667

*\*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 March 2018

## **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.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #801: Faculty Assistant (Secretary Grade II), Dublin City University.**

*Dublin City University is an equal opportunities employer*