



Faculty of Humanities and Social Sciences

School Secretary (Secretary Grade 2- Permanent)

DCU Incorporation Programme

Dublin City University has seen a significant transformation in 2016 following the implementation of the DCU Incorporation Programme bringing together of Patrick's College, Drumcondra, Mater Dei Institute of Education and Church of Ireland College of Education with Dublin City University – the new DCU.

Overview of the Faculty

Following Incorporation the enhanced Faculty of Humanities and Social Sciences includes the schools of Applied Language and Intercultural Studies, Communications, Fiontar & Scoil na Gaeilge, Law & Government, English, History & Geography, and Theology, Philosophy, and Music. Schools of the Faculty are located on the Glasnevin, St. Patrick's and All Hallows campuses.

Function

The successful candidate will initially be assigned to the School of English, but will be required to provide cover for other Schools and to undertake some duties across the Faculty. They may be assigned to a different school within the Faculty, by the Executive Dean or his/her nominee, in the future. The School of English is currently located on the All Hallows campus together with the School of Theology, Philosophy, and Music and Fiontar & Scoil na Gaeilge. The School includes 11 academic staff and a number of postgraduate research students.

Acting as a point of contact both internally and externally for staff and students of the School and the public, the post of School Secretary provides secretarial, clerical and elements of the administrative support for the teaching, research and other activities of the School. The School Secretary will work closely with and also provide support as required to other Schools of the Faculty.

Relationships

The School Secretary reports to the Head of School (or nominee) and liaises closely with Faculty academic staff, Heads of School, and with colleagues in the Faculty Administrative team and units across the University, the Registry, the Estates Office, Information Systems Services (ISS), Finance and other central University units on a regular basis.

Duties and Responsibilities

The duties and responsibilities, under the direction of the Head of School (or nominee), attaching to the post may include, but are not restricted to, the following:

- Liaising closely with colleagues and staff across the University e.g., Faculty Office, School Offices, Registry, Finance, Teaching and Technical staff, Information Systems and Services Department, International Office;
- Acting as the first point of contact for the School for both academic and administrative staff within DCU, for relevant members of academic and administrative staff in partner institutions and for visitors to the School;
- Acting as first point of contact for students, referring students to contact points at which they can obtain further information, providing students with information on assignments duties, timetables and other relevant information;
- Addressing queries from prospective students, careers advisers, parents and others through face to face contact, by telephone, e-mail and letters as well as from staff and students and directing queries to relevant offices where necessary;

- Secretarial work including drafting and typing, use of word processors and Microsoft packages (including Word, Excel and PowerPoint), use of photocopiers and binding machines, filing, making and receiving telephone calls, sorting of and distribution of school post;
- Maintaining files and records in both paper and electronic format, including leave records for staff School/Unit, maintenance of records for Tutor hours;
- Monitoring and maintaining stationery and other supplies;
- Arranging meetings, interviews and events including room bookings, catering and travel arrangements;
- Preparing Agenda, circulating papers and taking minutes at meetings;
- Communicating with students regarding assignment and assessment deadlines and submission and changes in timetables;
- Collecting, distributing and filing student assessments and maintaining school student records;
- Liaising with academic staff and Registry regarding deadlines for the submission of examination papers; maintaining security on examination-related documentation;
- Finance function including processing orders, checking invoices, confirming deliveries, processing travel claims;
- Updating School website content;
- Assisting with marketing of the Schools programmes at fairs and information events;
- Participating in relevant training;
- Any other duties which may be assigned from time to time by the Head of School or his/her nominee.

Experience, Skills and Qualifications

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course and three years relevant experience, preferably in a third level environment. Customer service experience is desirable. Candidates should have strong organizational skills together with good interpersonal skills, proficiency with IT programmes and the ability to work under pressure and to tight deadlines. They should have good communication, administrative and computing skills. The post holder will have:

- Experience in customer service
- Excellent organisation and administrative skills including the ability to manage large volumes
- Excellent IT skills including proficiency in Microsoft Word, Excel, Powerpoint
- Excellent organisational skills
- The ability to multi-task
- Flexibility in approach to workload
- The ability to take responsibility for one's own workload
- An interest in learning new processes and systems

Salary Scale: €25,210 - €31,882

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: 11th November 2016. It is anticipated that interviews will take place in November 2016.

Application Procedure

Informal enquiries in relation to this role should be directed to Goretta Daughton, Faculty Manager, Faculty of Humanities and Social Sciences. Tel: +353 (0)1 700 5014, E-mail: goretta.daughton@dcu.ie



Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9. Tel: +353 (0) 1 7005149.

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, DCU Glasnevin Campus, Dublin 9.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref Job Ref #414 HSS School Secretary, Secretary Grade 2.

Dublin City University is an Equal Opportunities Employer.