



**Faculty of Humanities and Social Sciences
Secretary Grade III
(Full-Time Fixed Term Contract – up to 16 months)**

BACKGROUND

The Faculty of Humanities and Social Sciences is home to seven schools including Applied Language and Intercultural Studies; Communications; English; Fiontar & Scoil na Gaeilge; Law and Government; History & Geography; Theology, Philosophy, and Music as well as research institutes including the Institute of Ethics, the Ireland India Institute and the Institute for International Conflict Resolution & Reconstruction.

ROLE

The post holder will provide a professional and comprehensive administrative service in support of a range of activities within the Faculty of Humanities and Social Sciences, as part of the Faculty Administration Team. The Senior Secretarial Assistant will be based in the Faculty Office and will report to the Faculty Manager (or his/ her nominee/s).

DUTIES AND RESPONSIBILITIES

The post-holder will be responsible for the provision of financial and administrative support to the Faculty and support for the teaching, research and other activities of the Faculty as part of the Faculty Administration Team. The duties attaching to the post may change over time but will normally include the following specific areas of activity:

- Providing efficient secretarial, clerical and administrative support for the Faculty.
- Operating computerised or manual procedures and systems (Akari Coursebuilder, Agresso, Core, Drupal, GURU, Loop (Moodle), ITS Student Management System, PAC).
- Supporting the Faculty Office finance function including purchasing; processing invoices, once off payments, account transfers; generating reports, follow up on queries, and monitoring of activities.
- Maintaining appropriate files and records including a database of Faculty temporary staff requests and claim forms, finance transactions and the Faculty archive.
- Providing administrative support for examination and assessment processes.
- Assisting with the preparation of Faculty promotional material, prospectus entry and online prospectus and web content.
- Where appropriate, supervision and on-the-job training of secretarial staff at Grade II level and / or trainees.
- Maintaining and assisting with the updating of Faculty Office standard operating procedures, forms and training manuals.
- Acting as recording secretary to Faculty Committees and Working Groups, including preparation of agenda, collating documentation, minute taking and follow up.
- Liaising with Schools, other Faculties and University Units (e.g. Finance, Human Resources, Registry, Student Support and Development, Estates and ISS) regarding support for the activities of the Faculty.
- Acting as first point of contact for both internal and external enquiries and for visitors to the Faculty Office.



- Participating in regular administrative team meetings and representing the Faculty at working groups, committees and events as appropriate.
- Assistance with co-ordination of Faculty workshops, seminars and events.
- Bringing to the attention of colleagues issues which affect the operational efficiency of administrative support within the Faculty.
- Undertaking any other duties that may be assigned by the Faculty Manager (or his/ her nominee/s).

EXPERIENCE, SKILLS AND QUALIFICATIONS

Candidates must have a Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and have at least five-year relevant work experience. The successful applicant must have excellent administrative, communication, interpersonal and organisational skills and have the ability to prioritise and work in a busy environment. Candidates should have good computing skills including proficiency and experience in the use of the Microsoft Suite (particularly Excel), e-mail, and information systems (Akari Coursebuilder, Agresso, Core, Drupal, GURU, Loop (Moodle), ITS Student Management System, PAC). Candidates should be familiar with internal DCU systems with a particular emphasis on the DCU Finance systems. An understanding of basic accounting procedures would be desirable. Confidentiality and discretion to a very high level will be expected of the post holder.

COMPETENCIES

Building and Maintaining Relationships

Has the ability to develop and maintain good working relationships with colleagues and others, both within and outside the organisation.

Team Working

Works well with colleagues in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Personal Effectiveness/Excellence

Continuously strives to achieve high standards in the completion of tasks and in his/her approach to working with people.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding.

Salary Scale: * €31,704 - €40,718 per annum

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

Closing Date: 5th December 2016

Informal enquiries in relation to this role should be directed to:

Goretti Daughton, Faculty Manager, Faculty of Humanities and Social Sciences. e-mail: goretti.daughton@dcu.ie; Tel: +353 (0)1 700 5014.

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, DCU Glasnevin Campus, Dublin 9, Ireland, D09W6Y4. Tel: +353 (0) 1 700 5149.



Please clearly state the role that you are applying for, including the job reference, in your application and email subject line; Ref #432A Secretary Grade III

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, Ireland, D09W6Y4

Dublin City University is an equal opportunities employer.