

## **Junior Public Relations Officer – Grade II**

### **Communications Office**

### **Dublin City University**

### **(One-Year Temporary Contract)**

#### **Dublin City University**

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

#### **Introduction:**

Dublin City University Communications Office is seeking a Junior Public Relations Officer to provide support to the communications function at DCU. The person appointed will help support efforts by the Communications Team to increase public awareness of DCU's activities to key external audiences.

#### **Job Summary:**

Duties of the Junior Public Relations Officer, under the close direction of the Director of Communications and Communications Office, will include:

- providing general administrative support to the Director of Communications and Communications Team;
- assisting in processing incoming requests for information, interviews or other communications-related queries;
- circulating media material for use regionally and online;
- assisting with administration of event management for high-profile university events involving senior management and DCU President;
- coordinating appointments for university personnel who require media training;
- scheduling media interviews between DCU personnel and regional media;
- collating and circulating relevant media coverage on a daily basis;
- sourcing stock photography / licensed images;
- updating home/news pages of DCU website;
- general office duties including filing, stock-taking and photocopying.

The successful candidate will be expected to show flexibility in line with any changes which may occur and carry out duties as assigned by the Communications Director.

#### **Qualifications & Skills**

Candidates must hold a Leaving Certificate, a recognised secretarial qualification (NFQ level 5) or equivalent and have at least three years' relevant experience in an office environment.

Alternatively, candidates must hold five years' relevant experience in an office environment and a recognised secretarial qualification (NFQ level 5) or equivalent (without a Leaving Certificate).

**Other specific requirements include:**

- experience of providing administrative support to a team and the director of a function
- experience in a frontline customer service environment, in third level or education;
- experience of supporting multiple units or departments;
- strong copywriting skills (spelling, grammar, proof-reading);
- strong IT skills and a proven ability to work with new systems;
- excellent communication and interpersonal skills;
- flexibility and experience of working as part of a team and, when required, independently;
- experience with event coordination;
- good judgement and the ability to react to situations as required.

**Salary scale:** €26,472 - €33,211 – Secretary Grade II

Appointment will be commensurate with qualifications and experience.

**Closing Date:** 02<sup>nd</sup> October 2018

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>

**Informal Enquiries:** Informal queries should be addressed by email to Mr Carl Gibney, Communications Manager at [carl.gibney@dcu.ie](mailto:carl.gibney@dcu.ie)

**Please note that candidates are required to be available on Wednesday 10<sup>th</sup> October 2018 for Interview.**

**Application forms are available at:**

<http://www.dcu.ie/vacancies/index.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) , Fax: +353 (0)1 7005500, or by post to the Human Resources Department, Dublin City University, Dublin 11. Please clearly state the role that you are applying for in your application and email subject line: Job Ref #1008 Junior Public Relations Officer

***Dublin City University is an equal opportunities employer***