



Faculty of Science & Health

SCHOOL OF MATHEMATICAL SCIENCES

Grade II Secretary (Part-Time)

(Up to 12 month fixed term contract)

Job description

This position will require the post-holder to work well on their own initiative and as part of a wider team. The candidate should be able to provide secretarial and administrative support to the Head and other staff within the School, to carry out those duties to best practice standards and be able to communicate effectively with all stakeholders within the Faculty/ School structure.

Principal Duties and Responsibilities:

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Typing and processing of documents, correspondence and presentations requiring the use of MS Office applications, e-mail and the web. Ability to work with documents of many formats, converting and amending files as required. Importing and manipulation of files.
- Maintaining stocks of stationery and office supplies to support the activities of the School.
- Create and maintain purchase orders, process invoices, generate expense claims, travel claims, lodgements and internal transfers.
- Maintenance of School accounts. Analyse financial reports; School and Research accounts in Agresso, as required.
- Carry out end of year financial tasks; stock-take, transfers.
- Maintaining School data, i.e. School course materials, grant proposals, staff records (including annual leave records) and maintenance of the School filing and archive systems.
- Liaise as appropriate with central university units, such as Finance, HR, Registry, Estates Office, Library and Information Systems and Services.
- Arranging and supporting monthly meetings within the School, preparing agenda and other documentation and taking minutes.
- Arranging one off meetings and events within the School, and assisting with seminars/ workshops.
- Excellent IT skills: The secretary is the first port of call for staff with any IT issues.
- Acting as first point of contact for enquiries about the School and its programmes.
 - Responding to telephone/ e-mail/ written enquiries regarding academic programmes and general enquiries.
 - Directing enquiries to relevant staff.

- Supplying information on the School's research interest and updating the research profiles of the School's Academic Staff.
- Making travel arrangements, booking accommodation and catering arrangements.
- Assist staff with preparation of research applications.
- Any other duties as may be assigned by Head of School and his/her representative.

Applicants must possess a Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and have a minimum of three years relevant work experience.

This post will be offered on a part-time (18 hour contract). The hours of employment will be as follows

Monday-Thurs-12.30-16.30 (4 days)

Friday- 12.30-14.30

Closing Date

15th December 2016

Informal Enquiries

For further information, please contact:

Dr Brien Nolan, Head, School of Mathematical Sciences, DCU

E-mail: brien.nolan@dcu.ie, Telephone: +353 (0)1 700 5778

Salary Scale:

€25,210-€31,882 (pro rata)

- ****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.***

Details of the pay that applies to internal candidates upon promotion can be viewed at:

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

Application Procedure:

Application forms are available from the DCU Current Vacancies (Internal Competitions) website at

<http://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City

University, Dublin 9. Tel: +353 (0) 1 700 5149.

Applications should be submitted by email by the closing date stated above to hr.applications@dcu.ie or by Fax:

+353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #425 Secretary Grade II-School of Mathematical Science

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