Overview

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. It is research-intensive, globally engaged and distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life and in the workplace, by providing a high-quality education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU’s consistent presence in the rankings of the world’s top young universities.

An innovative and dynamic business school, DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

Role Profile

The successful candidate will report to the Faculty Manager or his/her nominee in DCU Business School and will provide secretarial, administrative and event management assistance for the lecturing staff and students in DCU Business School.

Duties and Responsibilities:

The duties and responsibilities of the position include, but are not restricted to, the following activities:

- Answering queries from students and prospective students/parents, providing students with assignment duties, changes to timetables and dealing with a wide range of queries.
- Assisting lecturers with queries and equipment loans
- Preparation of documents and presentations, use of photocopiers and binding machines, filing, making and receiving telephone calls.
- Arranging meetings, booking rooms for meetings or other events, preparation of agenda, the recording and production of meeting minutes, making travel arrangements; making catering arrangements, maintaining data on the computer.
- Assisting with the allocation of work, where necessary, between faculty offices including reception and telephone relief and sorting of incoming mail.
- Collecting and filing student assessed work, maintenance of school’s student records.
- Assisting with the organisation of seminars, meetings and short courses.
- Any other duty which may be assigned from time to time

The role may change in line with Unit / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes which may occur.

Qualifications and Experience:
Candidates must hold a Leaving Certificate, a recognised administrative/secretarial qualification (FETAC level 5) or equivalent IT skills course (FETAC Level 5) 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 administrative/secretarial qualification (FETAC level 5) or equivalent (without a Leaving Certificate).

In addition, the successful candidate will:
- have strong organisational skills in addition to interpersonal skills, proficiency with IT programmes and the ability to work under pressure and to tight deadlines.
- Experience in a third level educational environment is essential and knowledge of how business schools operate and interact externally is preferable.
- Be flexible especially around working hours as there will be occasions during the year when early starts or overtime on evenings / weekends will be required.
- Have the ability to work as part of a team and on an individual basis

Mandatory Training:
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.