



DCU Sports Academy
Secretary, Grade II
Fixed Term 3 Year Contract

The DCU Sports Academy is dedicated to providing talented Irish Sportspeople with the opportunity to achieve sustained levels of excellence in elite sport and attain a top class university degree. The academy currently provides opportunities for athletes in elite sports – Athletics and Gaelic Games. Under this model DCU is preparing gifted and talented young people not just to excel on the sports field but also to acquire the qualifications that will equip them for successful lives after their sports careers are over.

Primary responsibility will be to provide administrative support to the Sports Office in DCU reporting directly to the Director of Sport.

Core duties and responsibilities;

1. Financial Administration

- Process invoices payments in association with the University Finance Office
- Process Expense claims
- Monitor the Student Scholar fees process
- Any other duties that may be assigned by the Director of Sport

2. Office Administration

- Provide a high standard of customer service to all enquiries to the University Sport Office
- Collating information and data for operational updates and reports
- Provide input for the staff information database
- Maintenance of Annual leave records for centre staff
- Provide secretarial support for initiatives to increase student participation in sport on campus.
- Assist in the administration and coordination of the Academy activities including record management, health & safety and event management.
- Acting as first point of contact in the Sports department.
- Any other duties that may be assigned by the Director of Sport

Qualifications and Experience:

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. The successful candidates will have a high level of IT proficiency / MS Office and excellent customer service.

The successful candidate will have excellent communication skills. They must be highly organised, flexible and be used to working as a team member and on their own initiative. Experience of working in a Sports Department is highly desirable.

Salary scale: €26,210 - €32,882

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

Closing Date: 13th October 2017

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, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #666 Secretary Grade II – DCU Sports Academy

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, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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