



Faculty of Science & Health  
SCHOOL OF NURSING & HUMAN SCIENCES  
Secretary Grade II  
(Up to 5 month contract)

#### INTRODUCTION

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is 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, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the of the world's young universities (QS Top 50 under 50).

Applications are now invited from suitably qualified candidates for the post of Secretary Grade II.

#### EXPERIENCE AND QUALIFICATION

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course and three years' experience in a computerised office environment. They should have good communication, administrative and computing skills and a preference for working in a team environment.

#### INDICATIVE DUTIES AND AREAS OF RESPONSIBILITY

- Front of house receptionist for our busy School of Nursing & Human Sciences. Answering questions from students, prospective students and parents, Partner Services and members of the public. Referring students to contact points and which they can obtain further information, providing students with information and dealing with a wide range of queries.
- The post holder will assist in the organisation and day to day running of the Administration services within the School of Nursing and Human Sciences. The post holder will report to the Office Administrator and will be expected to work on a day to day basis with a minimum of supervision.
- The post holder will provide secretarial support for members of academic staff including typing, use of word processors and word processing facilities, use of photocopiers and binding machines, filing, making and receiving telephone calls.

- Arranging meetings, preparation of agenda, collating documentation, minute taking and follow up, making catering arrangements for lunches or other events, room bookings, booking taxis, and maintaining School / Unit data.
- Work as part of a wider team to provide secretarial support to the School of Nursing & Human Sciences.
- Dealing with individuals who are internal or external to the University regarding issues and queries, which require a details knowledge of programmes within the School and of University regulations and procedures.
- Undertaking any duties that may be assigned by the Office Administrator.

For additional information or informal discussion in relation to this post please contact:

Sharon Farrell, Office Administrator, School of Nursing & Human Sciences

Phone 7007951 email: [Sharon.farrell@dcu.ie](mailto:Sharon.farrell@dcu.ie)

Salary Scale: €26,210-€32,882

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

Closing date: 25<sup>th</sup> May 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 #544 Secretary Grade II, School of Nursing & Human Sciences

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

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