



School of Psychology
School Assistant (Grade II)
11-Month Contract

Overview

The School of Psychology, newly established in September 2019, is student-centred, research-intensive, globally engaged, collaborative and inclusive. The staff of the School of Psychology are a dynamic, experienced and dedicated group with a strong record of excellence in teaching, research and community engagement in a broad range of areas within the field of psychology. We offer an innovative and exciting environment in which to pursue undergraduate and postgraduate studies in psychology and to undertake cutting-edge research.

Our School brings together our flagship BSc in Psychology, which over the past 10 years has gained a reputation for strong stakeholder relations and highly successful graduates. Our growing suite of postgraduate courses includes our MSc Psychology (Conversion) which commenced in 2018 and our new MSc in Psychology and Wellbeing which commenced in September 2019. We also have a thriving research community, led by internationally recognised and externally funded researchers with state-of-the-art research facilities and equipment. We create excellent opportunities for research postgraduates to complete Masters or PhD-level research that significantly contributes to the field of psychology and related areas. The School has an excellent record of accomplishment in applied, multi-disciplinary and translational research with real-world optimal impact on individual and societal wellbeing and positive behavioural change.

Role and Function

The School of Psychology now wishes to recruit a talented and enthusiastic School Assistant for the first time on a fixed-term full-time contract basis with responsibility for setting up and providing a professional, proactive and comprehensive support function for the new School. This will be an important post in the new School and provides an exciting opportunity for the successful candidate to play a key role in the ongoing development and success of the new School.

The School Assistant will be responsible for the day-to-day running of the School Office and will provide administrative support for the teaching, research and other activities of the School. He/she will act as a first point of contact for staff and students of the School, and for external stakeholders and members of the public.

The post holder will report to the Head of School and will work closely with other members of the School. He/she will also work closely with faculty colleagues and with units across the University, including Registry, the Estates Office, Information Systems Services (ISS) and Finance.

Duties and Responsibilities

The duties and responsibilities of the School Assistant include but are not limited to the following:

1. Acting as the first point of contact:

- Addressing queries and advising staff and students or re-directing as appropriate;
- Addressing queries from prospective students, careers advisers, parents and others through face to face contact, by telephone, e-mail and letters, and directing queries to relevant offices where necessary;
- Supporting day-to-day operations including the processing of incoming and outgoing mail, student assessment submissions and records, and preparation of class materials;
- Communicating with students regarding assignment, project and dissertation submissions, and associated activities.

2. Providing support to head of school and school staff to include:

- Arranging meetings, interviews and events including scheduling, booking venues, catering and travel;
- Supporting meetings including preparing agendas, circulating papers and taking minutes;
- Maintaining information, files and records in both paper and electronic format, including examination and assessment scripts and facilitating access to same;
- Liaising with staff and external examiners regarding external examiners' visits and related documentation, maintaining security on examination and assessment related documentation;
- Liaising with staff, university units and external bodies in relation to the booking, access, upkeep and maintenance of space;
- Diary/calendar management/co-ordination;
- Assisting with marketing of schools programmes at fairs and information event;
- Updating school website and twitter content;
- Supporting the organisation and running of seminars, meetings and other school activities and events.

3. Supporting the school's finance function:

- Using the university's systems to e.g. initiate purchase orders, confirm deliveries, process expenses, travel claims and once off payments, obtain appropriate approvals, progress queries, advise staff and students;
- Approving purchase orders for travel and ensure travel reports and back up documents are presented so booking can be made promptly;
- Working with Agresso to reconcile invoices with Purchase Order details and approve payments.
- Answering supplier queries and resolve invoice related issues;
- Assisting in closing unreconciled orders to maximize budgets;
- Working with Excel spreadsheets;
- Liaising with Head of School and the Faculty Office regarding expenditure;
- Monitoring and maintaining stationery, equipment and supplies;
- Liaising with staff, university units and external providers in relation to the purchase, upkeep and maintenance of equipment and supplies.

4. Participating in ongoing training and development and any quality review processes.

5. Participating in school, faculty and university projects.

Experience and Qualifications

Applicants must hold a Leaving Certificate or equivalent and a relevant Fetac level 5/office administration course. They must have a minimum of three years' relevant experience, preferably in a higher education environment.

Applicants must demonstrate strong organisational skills, interpersonal and communication skills (both oral and written), proficiency with IT programmes including MS Office and the ability to engage with institutional systems, and work with accuracy and reliability under pressure and to tight deadlines. They must demonstrate the ability to be flexible, to take responsibility for their workload while working with and contributing to the team. A willingness to learn new approaches and new software packages is essential.

Experience with Agresso and Drupal, updating website content and twitter feeds would be advantageous. Applicants should demonstrate a commitment to ongoing professional development and a willingness to participate in relevant university training and, where appropriate, external training opportunities, particularly in relation to the development of IT and communication skills, and skills related to administration and/or office management.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: GDPR and compliance. Other training may need to be undertaken when required.

Closing date:

18th October 2019

Please note that it is anticipated that interviews will be held during the week commencing the 28th October 2019.

Informal Enquiries

Informal enquiries to Prof Pamela Gallagher, Head of School of Psychology:
pamela.gallagher@dcu.ie

Application Procedure

To apply for this role, 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 #ST1280 School Assistant (Grade II) School of Psychology.

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: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer.