



Applications are invited from suitably qualified candidates for the following position:

School Assistant (Grade II)
School of Psychology
11 month fixed term contract

This position is open to candidates who meet the following criteria:

- 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
- Experience working with MS Office suit

Additional Preferable Experience:

- Diary/calendar management and co-ordination
- Maintaining websites and twitter feeds
- Maintaining files and records preferably in an academic setting
- Supporting meetings including preparing agendas, circulating papers and taking minutes
- Supporting day-to-day operations including the processing of incoming and outgoing mail and general office management

Closing date: 18 October 2019

Application Procedure

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

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.

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**

Dublin City University is an equal opportunities employer