



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

**Office Assistant – Secretary Grade II  
Office of the Vice President for External Affairs  
11 Month Contract**

**Role Profile**

The Office of Vice President for External Affairs is a key function in the University. The successful candidate will provide secretarial and administrative support to the Office of Vice President for External Affairs and be able to liaise in a professional manner with key stakeholders, particularly those within the departments that are under the remit of the Office of the Vice President for External Affairs. This position will require the post-holder to work well on their own initiative.

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

- Leaving Certificate
- Recognised relevant course (FETAQ Level 5 or above)
- 3 years relevant experience (5 years experience, without a leaving certificate)

**Additional Experience:**

**The successful candidate will possess the following skills**

- Excellent communications skills, both oral and written.
- Excellent IT Skills
- Experience in a busy office environment
- Strong organisational skills together with excellent interpersonal skills
- Be proficient with MS Office
- Be flexible, on occasions there may be a requirement to amend the working schedule
- Have the ability to work well under pressure
- Have good judgement and be able to react to situations as required
- Confidentiality and discretion of a very high level is expected

**Closing date: 31<sup>st</sup> October 2019**

**Informal Enquiries in relation to this role should be directed to Mr Trevor Holmes, Vice President for External Affairs, Phone + 353 (0)1 7007061 Email: [trevor.holmes@dcu.ie](mailto:trevor.holmes@dcu.ie)**

*Please do not send applications to this email address, instead apply as described below.*

**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.

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

**Please state clearly the role that you are applying for in your application and email subject line:  
Job Ref #ST1283 Office Assistant Office of the Vice President for External Affairs.**

**Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at [www4.dcu.ie/policies/policy-starter-packs.shtml](http://www4.dcu.ie/policies/policy-starter-packs.shtml).**