Office of Vice President External Affairs

Grade II Secretary
(Up to 11 month fixed term contract)

Office of Vice President External Affairs

The Office of Vice President for External Affairs is a key function in the University. The Vice President is a member of the President’s Senior Management Group and holds a wide range of responsibilities across the University. These include leadership in respect of the strategic direction of the Office of Vice President for External Affairs and also Offices within the Office of the Vice President for External Affairs. These include: The International Office, The Age Friendly University Network, Student Recruitment, Civic Engagement and Marketing. The Office is also involved with the University of Sanctuary and Ireland India Institute. The Vice President is a representative on a number of committees both within and external to the University.

Job Description

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.

Principal Duties and Responsibilities

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Preparation and processing of documents, correspondence and presentations requiring the use of MS Office applications, email and the web. Ability to work with documents of many formats, converting and amending files as required including importing and manipulation of files.
- Maintain stationery stocks and office supplies efficiently
- Raise Purchase Orders, process invoices, approve payments, generate expense claims, travel claims, internal transfers and maintain appropriate records
- Revise financial reports and research accounts in Agresso as required for other units/Departments
- Maintain budgets for Office of Vice President External Affairs and Marketing, performing checks and calculations to ensure transactions are correct and take relevant action if necessary
- Carry out financial tasks associated with year end
- Preparation of papers and documentation for the Vice President
- Support Other Departments within Office of Vice President External Affairs when required
- Maintain office data both electronically and in hard copy, as appropriate and maintain the database of MOU’s, Agreements, LOI’s etc.
• Liaise as appropriate with central University units, such as Finance, HR, Estates, ISS, OVPAA, Graduate Studies Office, President’s and Deputy President’s Offices and Faculty Deans
• Represent the Office of Vice President External Affairs in a front office capacity
• Liaise as appropriate with external agencies and individuals as necessary
• Extensive scheduling and diary management for the Vice President
• Organise meetings for visiting University delegates and Ambassadors including internal attendees, room bookings, lunches, taxis and preparation of agendas.
• Respond to emails, telephones, postal enquiries and general enquiries.
• Make travel arrangements, arrange visas, book accommodation, flights and car hire
• Organise the meetings with Foreign Universities
• Any other duties as may be assigned by the Vice President for External Affairs

Essential:
• Being able to deal professionally and competently with staff is essential and having excellent communications skills, both oral and written.
• Have excellent IT Skills – the candidate will be the first port of call for any IT issues
• Have relevant work experience in busy office environment
• Have 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 ability to react to situations as required
• Confidentiality and discretion of a very high level is expected

Closing date: 31st October 2019

Salary scale
€27,477 – €34,130

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government Pay Policy.

Application Procedure:
Applications should be submitted by email by the closing date stated above to hr.applications@dcu.ie or by fax: +353 1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Email: hr.applications@dcu.ie

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.