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

**Administration Assistant (Secretary Grade II)**  
Faculty of Science & Health  
8 month fixed term contract – **immediate start**

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. DCU is Ireland’s fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick’s Campus and DCU All Hallows campus.

**Faculty of Science & Health**  
The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Mathematical Sciences, Physical Sciences, Psychology and the School of Nursing, Psychotherapy and Community Health. In addition, there are three National Research Centres and a number of large-scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

**Overview of the Role**  
Reporting to the Faculty Manager, and working in close liaison with other members of the faculty administration team, the administration assistant acts as a first point of contact for staff and students of the Faculty and for members of the public. He/she also provides clerical support for the teaching, research and other activities of the unit. They will also assist with organising events and provide routine financial administration support.

**Duties and Responsibilities**  
Please refer to the job description for the full list of duties and responsibilities associated with this role.

**Candidate Requirements**  
**Essential**
- A leaving certificate or equivalent, a recognised secretarial course and three years’ relevant experience, preferably in a third level environment;
- Ability to work under pressure and to tight deadlines;
- Well-organised, able to coordinate and progress tasks on their own initiative and contribute to the on-going development and refinement of administrative processes;
- Strong administrative and IT skills, including Microsoft suite, Google Mail;
- Flexible approach and possess an ability to work effectively as part of a wider administrative team;
- Excellent written and oral communication skills;
- Available for immediate start.

**Desirable**
- Previous customer service experience;
- A track record in effectively administering multifaceted processes and operations, and/or have participated in a company- or institution-wide project.

**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:** 3rd February 2020.

**Salary Scale:** €27,477–€34,130
*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade II salary scale, in line with current Government pay policy.*

**Informal enquiries:** Informal enquiries should be directed to Caitriona Brennan, Faculty Manager, Faculty of Science and Health; Tel: +353 (0)1 700 7513; Email: caitriona.brennan@dcu.ie. *Note: please do not send applications to this email address. You must apply as described below.*

**Application Procedure**
Application forms are available from the DCU Current Vacancies website at [https://www.dcu.ie/hr/vacancies/current.shtml](https://www.dcu.ie/hr/vacancies/current.shtml) and also from the Human Resources Department, Phone +353 (0) 1 700 5149.

Applications must be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, DO9 W6Y4.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #ST1313 Administration Assistant (Secretary Grade II), Faculty of Science & Health.

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 is available at [https://www.dcu.ie/policies/policy-starter-packs.shtml](https://www.dcu.ie/policies/policy-starter-packs.shtml)