Faculty of Science & Health
Administration Assistant (Secretary Grade II)
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.

The Office now has a temporary vacancy for an Administration Assistant. The successful candidate must be available to start immediately.

Duties and Responsibilities
The main duties and responsibilities associated with this post include, but are not limited to the following:

- Acting as the first point of contact for the faculty, including for staff, students and external parties. This would include addressing student queries, advising staff on administrative processes, and updating staff on upcoming events;
- Providing clerical assistance to the unit, to include:
  - Maintaining records, file and dispose of documentation as outlined in the filing and retention policy;
  - Arranging meetings and events including room bookings, catering and travel;
  - Assisting with the marketing of faculty at fairs and information events.
- Providing routine finance administration assistance, to include processing orders, checking invoices, confirming deliveries;
- Assisting with research administration to include, for example, the research travel fund, processing of change in supervisory forms, and processing of summer research internship applications;
- Working closely with faculty colleagues to improve customer service and administrative processes; alerting the appropriate faculty administrator when issues or difficulties arise; communicating key deadlines and information to faculty staff;
- Any other duties which may be assigned from time to time by the Faculty Manager or his/her nominee.

Due to ongoing developments within the Faculty and the University at large, the range of duties and responsibilities of the post holder will be subject to change.
**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.