



Applications are invited from suitably qualified candidates for the following position

School Assistant (Grade 2)

School of History and Geography

Faculty of Humanities and Social Sciences

Permanent position

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

The School of History and Geography:

The School of History and Geography is an ambitious, research-focussed school in the Faculty of Humanities and Social Sciences. While maintaining and promoting an international perspective, the School has a particular focus on Ireland – its geography, history and landscape. The combining of History and Geography has created a School that is unique in Ireland in its interdisciplinary range and research potential, and that is well positioned to play a leading role, nationally and internationally, in the disciplines of History, Geography and Irish Studies. Both History and Geography are offered on the Bachelor of Arts: Joint Honours programme, where they are consistently among the most popular subjects. The School teaches History on the Bachelor of Religious Education and History, and contributes to the Bachelor of Education (primary). At postgraduate level both subjects offer a PhD

programme; the School delivers an MA in History and contributes to the MSc in Climate Change: Policy, Media and Society. The School has a growing and dynamic postgraduate community.

Role Profile

The post holder will be a point of contact both internally and externally for staff, students and the public and will provide support for all elements of administration relating to school activities in a professional, confidential and efficient manner. The faculty have schools located across the three DCU campuses and this role is to support the School of History and Geography which is currently located on the St. Patrick's Campus.

The post holder will report to the Faculty Manager or nominee(s) and will work as part of the school office team which supports heads of school, school staff and students. The post holder will also work closely with faculty staff, and will liaise with other academic, administrative and technical units of the university, and with external stakeholders on a regular basis.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

- Applicants must hold a Leaving Certificate or equivalent and also hold a further qualification preferably in an area related to administration and/or office management.
- A minimum of three years' relevant experience, ideally in a higher education environment
- Ability to work with accuracy and reliability under pressure
- Excellent communication, organisational, interpersonal and administrative skills are essential
- Proficiency with IT programmes including MS Office are essential
- Ability to take responsibility for their workload while working with and contributing to the team

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Grade 2 - €28,666 - €35,313 please refer to DCU Payscale for the applicable payscale.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: *Wednesday 26th January 2022*

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquires: Informal enquiries should be directed to Michelle Brennan, Faculty Manager, Faculty of Humanities & Social Sciences, Dublin City University: michelle.brennan@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 website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC211112 School Assistant (Grade 2)**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)