



Applications are invited from suitably qualified candidates for the following position

**Administrative Assistant
DCU Placement Office
Permanent Contract**

Dublin City University

Dublin City University (DCU) 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', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

Placements, including work/industrial placements, clinical and practice placements, and international study placements have been a defining characteristic and an integral part of a large proportion of undergraduate programmes at DCU since its foundation. Recognising the very substantial contribution that placement makes to the personal and professional development of students, the University has

made a strategic commitment to enhance work placements and extend international study placement opportunities to a wider range of undergraduate programmes.

The Academic Placement team's area of focus is on accredited student placement in partner universities internationally, and hosting of partner institutions' students in DCU. It is part of the DCU Placement Office, a unit that facilitates and supports accredited placement in enterprise and academic settings, both internationally, and has oversight of placement activities in professional settings. The team works closely with DCU Faculties and schools, Academic Programme leads, central support units (such as Registry, Careers and other areas within Student Support and Development) and is student-facing.

Role Profile

The Administrative Assistant will work as part of a team to provide a professional and comprehensive service in support of a range of activities within the Placement Team, initially focusing on outgoing and incoming academic placement for students. The successful individual will report to the Director of Placement or nominee(s) and will liaise closely with administrative colleagues, Faculties, schools, and central units, students, and external stakeholders on a regular basis.

The successful individual will be a motivated self-starter, with primary accountability for the implementation of comprehensive professional support in a number of specified areas, as determined by the Director of Placement or nominee(s). The areas for which the successful individual will be responsible are multifaceted in nature. The role involves communications with multiple stakeholders, the use of business systems, adherence to strict deadlines, the ability to deal efficiently with data and to simultaneously progress multiple processes.

Indicative duties may change over time and the following provides an indication of the type of duties associated with the post under the guidance of the Director of Placement or nominee(s).

Duties and Responsibilities

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

Qualifications and Experience

Candidates must have a Primary Degree or equivalent qualification plus 3 years recent and relevant experience in administration, preferably in a higher education environment.

In addition, the ideal candidates will:

- Have a proven track record in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment, and ideally within a placement or erasmus support function.
- Have excellent written communication skills.
- Demonstrate competence in the use of complex IT systems.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus.
- Be able to contribute to the on-going development and refinement of administrative processes.
- Demonstrate an ability to work effectively as part of a wider administrative team.

- Have excellent interpersonal and communication skills applicable across students and staff in all roles.
- Dedication to a high quality in their work.

Internal Applicants: Serving Grade 3 staff who have at least 2 years' experience at a Grade 3 lever in DCU OR any DCU staff member with a Primary Degree (NFQ Level 7).

Essential Training

The postholder 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:

Admin Assistant (Grade IV) - €37,158.00 - €55,337.00 refer to [DCU Payscales](#) for the applicable *payscale*.

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

Closing date: Thursday 7th April 2022

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

Informal Enquiries in relation to this role should be directed to:

Mr William Kelly, Deputy Registrar/Dean of Teaching & Learning, Office of the Vice-President Academic Affairs

Email: william.kelly@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 #BC220227 Administrative Assistant**

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](#)