



Applications are invited from suitably qualified candidates for the following position

**Secretary (Grade III)**

**ADAPT**

**Fixed Term Contract up to December 2025**

**Dublin City University**

Dublin City University [www.DCU.ie](http://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.

**ADAPT**

ADAPT is the world-leading SFI research centre for AI Driven Digital Content Technology, coordinated by Trinity College Dublin and based within Dublin City University, University College Dublin, Technological University Dublin, Maynooth University, Munster Technological University, Athlone Institute of Technology, and the National University of Ireland Galway. ADAPT's research vision is to pioneer new forms of proactive, scalable, and integrated AI-driven Digital Content Technology that empower individuals and society to engage in digital experiences with control, inclusion, and accountability with the long term goal of a balanced digital society by 2030. ADAPT is pioneering new Human Centric AI techniques and technologies including personalisation, natural language processing, data analytics, intelligent machine translation human-computer interaction, as well as setting the standards for data governance, privacy and ethics for digital content.

## Role Profile

We now wish to recruit a Secretary to provide comprehensive administrative support to the ADAPT Centre at DCU. The individual will support the ADAPT operations, including the Deputy Director in the ongoing operations and growth of its activities. They will facilitate the achievement of the ADAPT Centre's objectives by the effective support of coordination of its resources and operations, including financial and administrative duties as a member of the Operations Team.

## Duties and Responsibilities

The individual will provide administrative support in a number of specified areas, as determined by the ADAPT Centre Deputy Director. Typical duties and responsibilities include:

- Ensure the efficient day-to-day running of all aspects of the administrative operations of the ADAPT Centre at DCU [including stationery, swipe access, couriers, deliveries, reporting building issues, etc.].
- Act as the administrative point of contact for ADAPT academic and administrative staff at DCU and with relevant members of academic and administrative staff in partner institutions, including ADAPT's industry partners.
- Provide full administrative support in the organisation of internal and external seminars, conferences and events.
- Assist where necessary in the organisation of site visits for research bodies and assist in the preparation of associated literature and paperwork where necessary
- Act as Secretary for weekly Operations Team meetings and for other ADAPT committee meetings as required. Tasks to include room bookings, video conference set-up, taking minutes and ordering catering.
- Organise travel arrangements via Club Travel ETR system for External Examiners, Deputy Director and Associate Director.
- Liaise with university departments such as HR, Finance, RIS, Registry and other university units on relevant matters
- Assist the ADAPT Centre Finance Administrator in processing of Core Expenses. Raising Purchase Orders as requested by staff and students on Agresso.
- DCU Procurement - Ordering of IT equipment as required by staff & students. Maintaining asset register for all computers. Assisting with asset audits when required. Ensure adherence to both internal and external procurement regulations, maintaining purchasing records.
- Space Management - Assisting with desk allocation for space for staff and students.
- Provide administrative assistance to members of the ADAPT Operations team as required, including in Education & Public Engagement, funding proposal preparation, and project/activity reporting.
- Competently undertake such duties as may be assigned from time to time by the Deputy Director

While primarily based at DCU, the position may require occasional presence at off-site meetings and events, including at partner institutions and industry partner sites.

**In addition to the [internal service criteria](#), the ideal candidate will have:**

- Candidates must hold a recognised secretarial qualification (NFQ level 5)
- At least 5 years' relevant experience, ideally in a research environment
- Excellent communication, administrative and IT skills are essential
- Knowledge of the use of the Agresso system would be an advantage
- Experience of event organisation and management is also highly desirable

**The Key Competencies for this post are as follows:**

**Building & Maintaining Relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation.

**Personal Effectiveness/Excellence:** Continuously strives to achieve high standards in the completion of tasks and in our approach to working with people.

**Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

**Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structures, processes and relationships within ADAPT. Develops confidence in what they know about ADAPT.