



Applications are invited from suitably qualified candidates for the following position

**Dublin City University**  
**Faculty of Humanities and Social Sciences**  
**Executive Assistant, Grade III**  
**(12-month contract)**

**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.

**Overview of the department**

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music and a number of research centres and institutes. It is DCU's largest faculty, offering long-established subjects such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Religious Studies, and Philosophy and newer disciplines such as Media Studies, Journalism, Social Entrepreneurship, Translation Studies and International Relations.

## Role Profile

The post holder will provide a professional and comprehensive administrative service and support a range of activities within the Faculty of Humanities and Social Sciences. Duties will include finance administration and will involve working closely with the Faculty administration team as necessary. The post holder will report to the Faculty Manager or nominee(s). The post holder will also work with staff and students of the Faculty, staff in other faculties and university units, and external stakeholders on a regular basis. This role will be based in the office of Faculty of Humanities & Social Sciences in the DCU campus Glasnevin.

## Duties and Responsibilities

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

## Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply.

Please note staff must have successfully completed their probationary period

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

- Applicants must hold a Leaving Certificate or equivalent and a recognised qualification in an area related to administration or office management
- A minimum of three years' relevant experience, ideally in a third-level environment
- Strong organisational skills, the ability to work under pressure and to meet strict deadlines
- Excellent communication, administrative and interpersonal skills
- Candidates should be flexible and adaptable to the needs of the role, with the capacity to build and maintain positive working relationships

## Essential Training

The individual 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:** Secretary (Grade III): € 35,124 - € 44,667\*

*\*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Secretary Grade III salary scale in line with current Government pay policy*

**Closing date:** 4th March 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](mailto:michelle.brennan@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

**Application Procedure:**

Please submit a cover letter and CV to [michelle.brennan@dcu.ie](mailto:michelle.brennan@dcu.ie)

Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #ST1627 Executive 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*