

DCU Business School
Senior Faculty Assistant – Professional 3 (P3)
8 Month Contract

Overview of the department

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused School which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

Role Profile

The post-holder will be required to provide professional and comprehensive administrative support for DCU Business School staff and students and related activities. The post holder will report to the Faculty Manager or his/her nominee.

Duties and Responsibilities:

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

Experience and qualifications

Serving eligible Professional 2 staff who have a total of 5 years relevant experience.

In addition:

- It is desirable that the post-holder should be familiar with Agresso, Guru and the exams paper process and have
- Good communication, administrative and computing skills.
- Be capable of undertaking administrative duties requiring initiative.
- Be a self-starter with the ability to organise events from start to finish.
- Be capable working on his/her own initiative and exercise a high level of judgement, confidentiality and discretion.

Salary Scale: €35,475 - €45,114 per annum (Professional 3)

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

Closing date: Wednesday 4th May 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 Jonathan Begg, Faculty Manager, DCU Business School.

Phone + 353 (0)1 7007499, Email: jonathan.begg@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 and CV to jonathan.begg@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #ST1640a Senior Faculty Assistant, DCU Business School

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](#)