

DCU Business School
Senior Faculty Assistant, Professional 3 (P3)
8 month 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

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:

The principal duties and responsibilities of the position include but are not limited to the following:

- Working closely with the Group Heads and other academic staff members to provide administrative support to the School's three academic groups.
- Preparation of agenda, taking minutes of meetings and writing them up.
- Assisting with the coordination of the school's exam-paper process from submission of draft exam papers to external moderation and final submission to Registry in accordance with deadlines.
- Liaising with external examiners and other important stakeholders on behalf of the academic groups and School.
- Booking rooms for academic colleagues and organising meetings and special events, both internal and external including conferences, seminars and open evenings.
- Ordering stationery, booking hotels, catering, and technology and raising purchase orders for same.
- Sourcing and dealing with suppliers as necessary.
- Assisting the programme managers, academic programme chairpersons and lecturers in relation to programmes and programme boards.
- Liaison with other units in the University E.g. Estates, ISS, Registry.
- Provide cover / assistance to the School Reception as necessary.
- Any other duties which may be assigned from time to time by the Faculty Manager or his/her nominee.

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.