



## **JOB DESCRIPTION**

***Personal Assistant to the Dean of Graduate Studies***

***Professional 3***

***Graduate Studies Office***

***6 month Fixed Term 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**

Led by the Dean of Graduate Studies, the DCU Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission. The University hosts approximately 900 research students and over 4000 taught postgraduate students. Our external engagements with enterprise and wider academia are manifest through activities at graduate level nationally and internationally. Our research profile is significantly

contributed to by the work of research students, and our national and international standing is influenced by the perception of our taught postgraduate offerings and experience.

The responsibilities of the Graduate Studies Office include coordinating and facilitating research student support and development, working with Schools and Faculties to develop the University's policies in relation to best practice in research degrees and in research supervision, coordinating processes and supports relevant to graduate students, representing graduate student interests in decision-making internally and on appropriate external bodies, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education, administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

### **Role Profile**

The Professional 3 (P3) will report directly to the Dean of Graduate Studies and the Graduate Studies Manager when appropriate. The post-holder will be responsible for the provision of PA duties to the Dean. The successful individual will also be part of the professional support unit in Graduate Studies and will be expected to provide broader administrative assistance as, and when, required by Dean and Graduate Studies Manager.

The Professional 3 (P3) will be tasked with providing a professional support function for the Graduate Studies Office (GSO), the Dean of Graduate Studies and others involved in graduate research across the five Faculties of the University. The information below provides an indication of the duties associated with the post. Indicative duties can change over time.

### **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Providing extensive PA support to the Dean of Graduate Studies, including, but not limited to, scheduling and management of appointments and meetings within a rapidly changing set of priorities and demands.
- Representing, in a highly professional manner, the Dean of Graduate Studies Office, in acting as the first point of contact for incoming queries from internal and external stakeholders. Where appropriate, actively triaging queries and replying on behalf of the Dean of Graduate Studies
- Managing outgoing communications from the Dean to other key units (Finance, Estates, Human Resources, ISS) and external stakeholders, to ensure clear and professional messaging and the effective dissemination of information
- Serving as a representative of the Dean and Graduate Studies Office, and broader University community, and, in doing so, working positively with a range of internal departments and external bodies to resolve diverse queries and issues swiftly and dynamically

- Day to day management and oversight of all operational aspects for the Dean of Graduate Studies, to include but not limited to; organising high level meetings, securing venues, preparing agendas and minutes, ordering of supplies and any other tasks relevant to the day to day running of an office
- Maintenance of the finances and accounts for Graduate Studies Office; checking invoices and reconciling petty cash, processing orders for equipment and supplies in accordance with purchasing procedures, assisting with external tenders, and reporting work including the preparation of statistical material when required
- Prioritise and lead special with projects assigned by the Dean of Graduate Studies/Graduate Studies Manager and follow through on issues in a timely manner.
- Managing the filing, retention, and disposal of physical and cloud-based documentation, as necessary. Assist with proof-reading and editing of reports.
- Event planning, ranging across logistical assistance for internal meetings, functions, and delegations, in line with the needs of the Dean. Working closely, also, with the Graduate Studies Office team to promote events intrinsic to the strategic objectives of the unit.
- Providing administrative assistance to internal Graduate Studies Office processes and proactively working to develop quality assurance mechanisms and enhancements as they pertain to the office of the Dean of Graduate Studies.
- Provision of support to the wider Graduate Studies Office unit, to include offering administrative assistance
- Maintaining a 'front of house' presence to welcome visitors to the Graduate Studies Office/Dean of Graduate Studies
- Any other duties which may be assigned from time to time by the Dean of Graduate Studies or Graduate Studies Manager.

### **Qualifications and Experience**

In addition to the internal service criteria, the ideal candidate will have;

- A minimum level 6 related qualification.
- A minimum of 3 years' previous experience in a personal/executive assistant role.
- A demonstrated ability in the use of various IT systems and packages.
- A strong data analysis, presentation and reporting skills.
- Good verbal and written communication skills.
- Experience of external stakeholder engagement.
- Be capable of undertaking duties requiring initiative.
- Be capable working both as part of a team and on their own initiative while exercising a high level of judgement, confidentiality and discretion.

**Essential Training**

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

**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](#)*