



JOB DESCRIPTION

PA to Executive Dean Professional 3 DCU Business School Permanent

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 report to the Executive Dean and will primarily be accountable for the provision of professional and confidential administrative assistance to the Executive Dean. The post holder will also work closely with colleagues throughout the school and will liaise with other academic, administrative and technical units of the university, and with external stakeholders as appropriate.

Duties and Responsibilities

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

- Providing extensive PA assistance to the Executive Dean, including, but not limited to, accountability for the scheduling and management of appointments and meetings within a rapidly changing set of priorities and demands.
- Representing, in a highly professional manner, the Executive Dean's Office in acting as the first point of contact for incoming queries from internal and external stakeholders.
- Where appropriate, proactively triaging queries and replying on behalf of the Executive Dean.
- Managing outgoing communications from the Office of the Executive Dean to other key units to ensure clear and professional messaging and the effective dissemination of information.
- Day to day management and oversight of all operational aspects of the Office of the Executive Dean, 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.
- Managing the day to day financial affairs of the office of the Executive Dean, including the preparation and review of expenses for approval by the Deputy President.
- Assisting colleagues within the broader professional/administrative team on key strategic projects and with the organising of events.
- Maintaining a 'front of house' presence to welcome visitors to the Office of the Executive Dean and/or the Faculty.
- Any other duties which may be assigned from time to time by the Executive Dean or his/her nominee.

Qualifications and Experience

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

- Excellent communication, administrative and computing skills.
- Experience of external stakeholder engagement.
- Be a self-starter with the ability to organise events from start to finish.
- Be capable working on their own initiative and exercise a high level of judgement, confidentiality and discretion.
- Be capable of undertaking administrative duties requiring initiative