



Applications are invited from suitably qualified candidates for the following position

Personal Assistant to the Dean of Graduate Studies

Professional 3

Graduate Studies Office

Permanent

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 assistance 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 post-holder will also be part of the professional assistance 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 responsible for providing a professional assistance 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.

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 internal service criteria will apply.

Please note staff must have successfully completed their probationary period.

In addition, the successful candidate will have:

- 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 essential compliance training: Orientation,

Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Professional III: €35,475- €45,114

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

Closing date: Tuesday November 15th, 2022

For more information on DCU and our benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Karen.Keating@dcu.ie Graduate Studies Manager, Graduate Studies Office, Dublin City University
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/hr-current-vacancies-internal-competitions?check_logged_in=1

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref: #BC220606 – Personal Assistant to the Dean of Graduate Studies

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](#)