



JOB DESCRIPTION

**Executive Assistant (Global Partnerships)
Professional 3 (P3)
Office of the Executive Director for External Engagement
3 Years Fixed Term (Full-Time)**

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

The Office of the Executive Director for External Engagement is accountable for oversight and strategic development of the University's external engagements and stakeholder relationship management at

local, regional, national and international levels. Areas of responsibility include Student Recruitment, University Alumni Relations, Global Partnerships and Engagement Governance. Through our global partnerships we work to leverage complementary expertise, stimulate mutual projects, boost the mobility of staff and students, build a more multicultural campus community, augment our curriculum and expand our research impact.

The Global Partnerships team is accountable for monitoring and assisting the implementation of DCU's Internationalisation strategy, with a focus on priority international partnerships and networks. The strategy will be progressed through proactive co-ordination and targeting of University priorities, including joint research, student recruitment, joint programme offerings (including online learning), faculty and staff exchange and student mobility, deepening the University's existing relationships and exploring potential partnerships in key markets.

Working in partnership with the Student Recruitment office, the Research Office and the Mobility and Placements office, the Global Partnerships team will prioritise the growth of new partnerships and strengthen DCU's engagement in key markets. They will also identify and seek to exploit new non-exchequer revenue streams, and develop pro bono contributions in assistance of the developing world and global challenges.

Role Profile

The Office of the Executive Director for External Engagement are currently seeking an Executive Assistant to assist the work of the Executive Director of External Engagement and the Global Partnerships Manager. The successful candidate will be primarily accountable for providing key day-to-day administrative assistance.

Duties and Responsibilities

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

- Accountability for day-to-day administrative assistance for the Global Partnerships Manager, including diary management; organising and servicing meetings (in person and virtual); room and venue bookings; handling telephone queries; managing purchase orders, invoices and supplier payments; ordering stationery supplies etc.
- Providing administrative assistance for the Executive Director for External Engagement as and when required.
- Providing administrative assistance including recording minutes for Global Partnership meetings - internal and external.
- Assisting with the administration, including note taking, associated with running Internationalisation Focus Groups and other meetings.
- Assisting in proofing and uploading content to the Global Partnerships webpage.
- Maintaining records of all global partnerships and liaising with the Engagement Officer to ensure all relevant data is captured in the University's stakeholder relationship management system.
- Liaising with the University Communications and Events teams in relation to PR, photography etc for international events as required.
- Providing administrative assistance for visiting delegations and travelling DCU delegations.
- Assisting with administration associated with the drawdown and management of staff mobility - via Erasmus and other funded supports.

Qualifications and Experience

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

Essential Criteria:

- Leaving Certificate or equivalent plus a recognised secretarial/business administration qualification and 5 years' relevant experience in administration.
- Excellent organisational and administrative skills and a high level of attention to detail
- Experience of marketing/marketing collateral, social media
- Excellent, communication (oral and written) and interpersonal skills.
- Well-developed IT skills and a high level of proficiency and experience of complex databases
- The ability to multitask, prioritise tasks and work to deadline.

Desirable Criteria:

- Experience of working in a Higher Education environment.
- Flexible and accustomed to working as a team member and on their own initiative.
- Knowledge of Drupal, the web content management system and Agresso finance system.

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.