



Applications are invited from suitably qualified candidates for the following position

**Executive Assistant (Engagement)
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 responsible 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.

The Director for Engagement Governance is responsible for the delivery and operation of a comprehensive Governance Framework and Stakeholder Relationship Management strategy; for the oversight of the University's scholarships programme and for the Cultural Arts Office, overseeing the roll out of DCU's arts and culture initiatives and advancing DCU's profile and impact via appropriate collaborative cultural arts opportunities and engagements.

Role Profile

The Office of the Executive Director for External Engagement are currently seeking an Executive Assistant to support the work of the Director of Engagement Governance and the Cultural Arts Officer. The successful individual will be primarily accountable for providing key day-to-day administrative assistance.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

In addition to the [internal service criteria](#), the ideal individual 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
- 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.

Salary Scale:

Professional 3 (P3) - €37,039 - €46,967

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

Closing date: Thursday, 1st December 2022

Please note it is expected that interviews will take place on week commencing 16 January 2023

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

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

Ms. Laura Mahoney, Executive Director of Engagement, Dublin City University.

Email: laura.mahoney@dcu.ie

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 #BC220915 Executive Assistant, Engagement**

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](#)