



## **JOB DESCRIPTION**

**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**

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

- Day-to-day administrative assistance for the Director of Engagement Governance and the Cultural Arts Office (CAO), 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.
- Assisting the Scholarship Advisory Committee (SAC) - preparing and circulating agenda and relevant documents, circulating draft minutes and preparing approved minutes for the University Executive etc.
- Providing administrative assistance and record minutes of the Visual Arts Steering Committee and the Arts and Culture Steering Group.
- Assisting with the administration, including note taking, associated with running Arts and Culture Focus Groups.
- Assisting the Cultural Arts Officer to collate, upload and proof content for the Cultural Arts Office website and the DCU Arts & Culture Newsletter.
- Assisting the Cultural Arts Officer with managing event registration and venue bookings.
- Maintain a database of Cultural Arts Office initiatives and programmes.
- Liaise with the University Communications and Events teams in relation to PR, photography, digital media promotions etc for cultural events.
- Assisting the CAO with administration associated with the University's Artists in Residence, including liaising with internal University departments and units (HR, Library, Estates, Health & Safety etc.) and advising the AiR of relevant University policies.
- Assisting the CAO with administration associated with the drawdown and management of external arts and culture grants.

### **Qualifications and Experience**

#### **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.