



Applications are invited from suitably qualified candidates for the following position

**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 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

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 DCUs 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

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 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 postholder 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: 27th February 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 #BC220914a Executive Assistant, Global Partnership

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](#)