



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 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

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.