



Applications are invited from suitably qualified candidates for the following position

Dublin City University
Faculty of Humanities and Social Sciences
Executive Assistant, Grade III (Full Time)
(12-month contract)

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 Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School

of Theology, Philosophy, and Music and a number of research centres and institutes. It is DCU's largest faculty, offering long-established subjects such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Religious Studies, and Philosophy and newer disciplines such as Media Studies, Journalism, Social Entrepreneurship, Translation Studies and International Relations.

Role Profile

The post holder will provide a professional and comprehensive administrative service and support a range of activities within the Faculty of Humanities and Social Sciences. Duties will include finance administration and will involve working closely with the Faculty administration team as necessary. The post holder will report to the Faculty Manager or nominee(s). The post holder will also work with staff and students of the Faculty, staff in other faculties and university units, and external stakeholders on a regular basis. This role will be based in the office of Faculty of Humanities & Social Sciences in the DCU campus Glasnevin.

Duties and Responsibilities

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

Qualifications and Experience

The post holder will have:

- Applicants must hold a Leaving Certificate or equivalent and a recognised qualification in an area related to administration or office management
- A minimum of three years' relevant experience, ideally in a third-level environment

In addition, the ideal candidate will have:

- Strong organisational skills, the ability to work under pressure and to meet strict deadlines
- Excellent communication, administrative and interpersonal skills
- Candidates should be flexible and adaptable to the needs of the role, with the capacity to build and maintain positive working relationships

Essential Training

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

Salary Scale:

Secretary (Grade III): € 35,124 - € 44,667* *refer to [DCU Pay scales](#) for the applicable pay scale.*

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

Closing date: Wednesday, 6th April 2022

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

Informal Enquires: Informal enquiries should be directed to Michelle Brennan, Faculty Manager, Faculty of Humanities & Social Sciences, Dublin City University: michelle.brennan@dcu.ie

Application Procedure:

Please submit a cover letter and CV to michelle.brennan@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #ST1627a Executive Assistant**

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](#)