



JOB DESCRIPTION

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

Dublin City University

Dublin City University www.DCU.ie 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also 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.

Duties and Responsibilities

The Executive Assistant will be involved with the following areas of activity that are integral to the Faculty's successful operation. The duties and responsibilities of the post include, but are not limited to the following:

- Supporting the Faculty Office finance function including purchasing; processing invoices, once off payments, account transfers; generating reports, addressing and redirecting staff queries when necessary
- Supporting the payment of part-time claims and exam script payments for staff of the faculty
- Maintaining appropriate files and records including a database of Faculty temporary staff requests and claim forms, finance transactions and the Faculty archive
- Providing administrative support for examination and assessment processes
- Where appropriate, supervision and on-the-job training of secretarial staff at Grade II level and / or trainees
- Maintaining and assisting with the updating of Faculty Office standard operating procedures, forms and training manuals
- Acting as recording secretary to Faculty Committees and Working Groups, including preparation of agenda, collating documentation, minute taking and follow up.
- Liaising with Schools, other Faculties and University Units (e.g. Finance, Human Resources, Registry, Student Support and Development, Estates and ISS) regarding support for the activities of the Faculty
- Acting as first point of contact for both internal and external enquiries and for visitors to the Faculty Office
- Participating in regular administrative team meetings and representing the Faculty at working groups, committees and events as appropriate.
- Supporting the Faculty's programme administrative function pertaining to application and assessment processes.
- Undertaking such duties and responsibilities as may be assigned from time to time.

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