



JOB DESCRIPTION

**NCFB Administrator
Professional 3
DCU Business School
Part time (0.6) Contract
Fixed Term – 12 Months**

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

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused School which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

The National Centre for Family Business (NCFB) at DCU Business School is a leading international family business research centre. By translating world-class research into best practice insights, we empower family firms to embrace contemporary challenges and achieve continuity across generations. Family firms are the heartbeat of the Irish economy, representing 64% of all firms and employing over one-million people across the island. Family businesses across Ireland face significant challenges due to recent economic shocks, Brexit and Covid-19. Now more than ever family businesses need to drastically rethink their business model to ensure long-term survival for future generations.

Role Profile

The post-holder will be required to provide professional and comprehensive administrative support for DCU Business School staff and students and related activities. The post holder will report to the Director of the National Centre for Family Business.

Duties and Responsibilities

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

- Assisting with the organisation of research dissemination activities;
- Managing DCU NCFB social media;
- Organising travel arrangements for DCU NCFB team members;
- Financial administration duties;
- Assisting the administrative duties of DCU NCFB Executive Education programmes;
- Assisting with the creation of NCFB reports;
- General administrative duties;
- Any other duties which may be assigned from time to time by the Director of the NCFB or his/her nominee.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply. Please note staff must have successfully completed their probationary period.

Qualifications and Experience

Candidates must hold a Leaving Certificate, a recognised secretarial qualification (NFQ level 5) or equivalent.

Essential Criteria

The successful individual will also have:

- Excellent communication and administrative skills, and a thorough knowledge of Microsoft Office applications is essential.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- A minimum of three years relevant experience working in an office environment.
- Be a self-starter with the ability to organise events from start to finish.
- The ability to multitask, prioritise tasks and work to deadlines.
- Demonstrable experience of flexibility and adaptability.
- Be capable of working on their own initiative and exercise a high level of judgement, confidentiality and discretion.