



Applications are invited from suitably qualified candidates for the following position

**Programme Administrative Assistant  
Professional 4  
Faculty of Humanities and Social Sciences  
Fixed Term Contract - Up to 2 Years**

**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.

**Faculty of Humanities and Social Sciences**

The Faculty of Humanities and Social Sciences 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.

The Faculty 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. The staff complement of the faculty comprises of more than 169 full-time academics, 21 professional and 3 technical members and has a student body in excess of 4,400 across a range of undergraduate, postgraduate taught and research programmes.

## Role Profile

The post holder will work as part of the Faculty Programme Administration team to provide a professional and comprehensive administrative service in support of a broad range of Faculty activities associated with programme administration including engaging with working groups and other stakeholders to develop and improve process. The role involves the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes. The Administrative Officer will be based on the DCU Glasnevin campus and will report to the Faculty Manager or his/her nominee.

## Duties and Responsibilities

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

## Qualifications & Experience

Candidates must have a Primary Degree or equivalent in an appropriate area plus 3 years' relevant experience. The successful applicant will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and be able to contribute to the on-going development and refinement of administrative processes. The successful applicant will be flexible, possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.

In addition, the ideal individual will:

- Have a proven track record in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment
- Competence in the use of complex IT systems
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus
- Be able to contribute to the on-going development and refinement of administrative processes
- Demonstrate an ability to work effectively as part of a wider administrative team
- Excellent interpersonal and communication skills applicable across students and staff in all roles
- Demonstrable commitment to high quality in their work.
- A high standard of written and oral fluency in Irish is a distinct advantage.

## Essential Training

The postholder 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:

**Professional 4 €39,939 - €59,306** (refer to [DCU Payscale](#) for the applicable payscale for the role.)

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

**Closing date:** Tuesday, 16<sup>th</sup> May 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. Michelle Brennan, Faculty Manager, Faculty of Humanities & Social Sciences, Dublin City University. Email: [michelle.brennan@dcu.ie](mailto:michelle.brennan@dcu.ie)

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #RC230321 Programme Administrative 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](#)*