Administrative Officer
Professional 4
Faculty of Humanities and Social Sciences
18-month Fixed Term Contract

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 Faculty

The Faculty of Humanities and Social Sciences is DCU's largest faculty with seven schools located across DCU's three campuses; 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.

These school's deliver a range of undergraduate, postgraduate taught and research programmes in subjects such as Law, Politics and International Relations, Communications, Media and Journalism, Applied Languages and Translation studies, History and Geography, Irish language and contemporary culture, English literature, Music and Choral studies, Philosophy, Theology and Religious Studies. The faculty has a student body in excess of 4,400 ranging from undergraduate degrees, taught masters and PhDs by research.

With over 200 research students, an average of 10 monographs and 125 international peer-reviewed publications per year and an average externally generated research expenditure of over €3 million per year, the faculty has a strong research profile of international standing and is home to a number of research centres and institutes.

Role Profile

This position is located within the Faculty Office and is based on the Glasnevin campus. The person appointed will be responsible for delivery of quality supports in key areas of faculty operations. The successful individual will report to the Faculty Manager (or Nominee) and will work proactively with Heads of Schools and other key academic and administrative colleagues within the Faculty Office team and across the University.

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 (NFQ Level 7) and a minimum of 3 years' relevant experience in administration.
- Excellent organisational skills and attention to detail.
- Experience in working successfully with a range of stakeholders.
- Excellent social, oral and written communication skills.
- Proven ability to work effectively as part of a wider team.

In addition, the successful individual will ideally have:

- Knowledge of the Irish education system,
- Prior experience of administering multifaceted processes in a large-scale organisation,
- Demonstrable experience in the use of complex IT systems
- A flexible positive attitude with strong stakeholder service focus
- Demonstrable commitment to high quality in their work.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale:

Professional 4 - €39,939 - €59,306

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

Please note that the *Pay Upon Promotion – Internal Staff* policy will apply to any permanent staff member promoted into this temporary role. Further details of the policy can be found at the following link https://www.dcu.ie/sites/default/files/inline-files/pay-upon-promotion-internal-staff-2.pdf

Closing date: Tuesday, 20ᵗʰ June 2023

Please note interviews are envisaged to take place on Monday 3ʳᵈ July 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 and Social Sciences, Dublin City University.
Phone + 353 (0)1 700 5014 Email: michelle.brennan@dcu.ie
Please do not send applications to this email address, instead apply as described below.

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

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #RC230321a Administrative Officer

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