



Applications are invited from suitably qualified staff for the following position:

**Front Office Administrator**  
**Research Project Administration Unit (RPA)**  
**Professional 4**  
**2 Year Fixed Term**

**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.

**Role Profile**

In order to help achieve the ambitious objectives of the University, the Research Project Administration Unit (RPA) wishes to recruit for the position of a P4 Administrator. This position will provide operational and administrative support to the Unit and report directly to the Research Project Administration Manager.

**Duties and Responsibilities: Principal Duties and Responsibilities**

Please see attached job description for principal duties and responsibilities of the role.

### **Qualifications, Skills and Experience Required**

The post-holder must possess a primary degree or equivalent and at least three years relevant work experience.

Applicants for this post should have a proven track record in the following:

- Financial administration.
- Project management over a number of years, preferably in a higher education environment.
- Ideally applicants should be very familiar with financial information system.
- Have a good understanding of the procurement and accounting process and in particular the accounts payable function.
- Will be organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative.
- Contribute to the on-going development, refinement and co-ordination of the management processes.
- The post-holder must possess the ability to work effectively as part of wider project teams.
- Have excellent communication and interpersonal skills.
- Be committed to the delivery of a superior service.

### **Essential Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

**Salary Scale:** Professional 4 - €39,156.00 - €58,143.00

*\*Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

**Closing date:** 5<sup>th</sup> January 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. Jennifer Egan, STEP Research Administration Manager, Research Administration Unit, Dublin City University.

E-mail: [jennifer.egan@dcu.ie](mailto:jennifer.egan@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 #RF1793 Front Office Administrator**

***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](#)***