Applications are invited from suitably qualified candidates for the following position

Global Programmes Assistant
Finance and Federal Aid
Professional 3
Student Recruitment
11 month Maternity Cover

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 department

The Student Recruitment Office is responsible for all communications and activities relating to the promotion of DCU to prospective undergraduate and postgraduate student and relevant audiences. The Dublin team comprises of the Head of Student Recruitment, the Global Recruitment Manager,

and three student recruitment officers. The Student Recruitment Team reports to the Executive Director for External Engagement, via the Head of Student Recruitment.

Role Profile

The successful candidate will be responsible for ensuring that the needs of the Global Recruitment Office are met with regards to the provision of information and dealing with any financial and federal aid queries as they arise. Additionally, the successful candidate will provide general administrative assistance for Global Recruitment Office staff, prospective students and partners. The position will be based at the DCU Glasnevin Campus and will report to the Global Recruitment Manager.

Duties and Responsibilities

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

Qualification and Experience

Candidates must have a Leaving Certificate or equivalent, have successfully completed a recognised administrative course and have at least five years relevant work experience including finance responsibility. Strong customer service skills are essential and experience working in an international environment is desirable. Candidates will ideally have strong organisational and interpersonal skills, proficiency with IT programmes and the ability to work under pressure. It would be a distinct advantage for applicants to have experience of providing programme or project administration in an academic and / or international education environment.

In addition, the successful candidate will have:
- Comprehension of financial reporting
- Excellent administrative and organisational skills
- Excellent communication and people skills
- Good IT skills
- Knowledge of the ITS, Agresso and CRM systems would be of great advantage
- The ability to work in a diverse, busy environment
- A proven record in teamwork
- Experience in customer-service
- Experience with student assistance within an academic institution
- An interest in cultural diversity and international affairs generally

The above attempts to outline, in a broad sense, the type of duties involved in this role. Other duties may arise as the requirements of the students and the environment develops.

Essential Training

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

Salary Scale

Professional Grade 3: €37,780 - €47,906 per annum

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

Closing date: Friday, 9 June 2023

Please note that interviews for this position are scheduled to take place on Wednesday, 21 June 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:

Global Recruitment Manager, Ms Bridget Carey, Student Recruitment Office, Dublin City University
Phone +353 (0)1 7006405
Email: bridget.carey@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
bridget.carey@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: **#ST1862 Global Programmes Assistant.**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality oftreatment 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 policiesaimed at creating a supportive and flexible work environment are available in the DCU Policy Starter Packs