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

Administrative Assistant
Professional 4
Faculty of Engineering & Computing
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.

The Role
The University is seeking an Administrative Officer to be placed in the Faculty of Engineering & Computing. The postholder will work as part of the Professional Support Unit in the Faculty and will provide a professional and comprehensive administrative service in support of a broad range of Faculty activities.

The postholder will report to the Faculty Manager or nominee/s and will liaise closely with the heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units and external stakeholders on a regular basis. 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 postholder will represent the Faculty at University Committees in the relevant areas to Teaching and Learning.

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
Candidates must have a Primary Degree or equivalent in an appropriate area. In addition, the ideal candidates 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.
- Have excellent written communication skills.
- Demonstrate competence in the use of complex IT systems and MS Office.
- 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.
- Have excellent interpersonal and communication skills applicable across students and
- staff in all roles.
- Demonstrable commitment to high quality in their work.

Essential Training
Training required for the role should be entered here. At a minimum, the following should be entered in addition to other applicable, role specific mandatory 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 Salary Scale - €39,156 - €58,143
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: Friday 24th February 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. Ewelina Wasiak, Senior Administrative Officer (Teaching and Learning), Faculty Support Unit, Faculty of Engineering and Computing, Dublin City University.
Phone: (01) 700 5264.
Email: ewelina.wasiak@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

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref: #ST1823 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