



Applications are invited from suitably qualified candidates for the following position

**Senior Faculty Assistant - Grade III
Centre for Executive and International Education
DCU Business School
Permanent Contract**

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

Overview of the department

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused School which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

Role Profile

The post-holder will be required to provide professional and comprehensive administrative support for DCU Business School's Executive Education team and related activities. The individual will report to the Director of Commercial Business Development or her/his nominee.

Duties and Responsibilities

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

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply.

In addition to the [internal service criteria](#), the ideal candidate will have:

- A demonstrated ability in the use of various IT systems and packages.
- Strong data analysis, presentation and reporting skills.
- Good verbal and written communication skills.
- Experience of external stakeholder engagement.
- Be capable of undertaking duties requiring initiative.
- Be capable working both as part of a team and on their own initiative while exercising a high level of judgement, confidentiality and discretion.

Please note staff must have successfully completed their probationary period.

The competencies required this post are:

- **Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.
- **Personal Effectiveness/ Excellence:** Continuously strives to achieve high standards in the completion of tasks and in approach to working with people.
- **Teamworking:** Working collectively in a supportive manner to share tasks and information. Shows respect for the contribution of others.
- **Knowledge of Processes & IT:** Shows a willingness to engage with processes and technology.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Secretary Grade III Salary Scale - €34,624 - €44,167

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

Closing date: 26th February 2021

Informal Enquiries in relation to this role should be directed to:

Mr Jonathan Begg, Faculty Manager, DCU Business School, Dublin City University.

Email: jonathan.begg@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> (internal 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: #BC0104 – Senior Faculty 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](#)