



Applications are invited from suitably qualified candidates for the following position

**Senior Administrative Assistant (Grade V)  
Faculty of Engineering and Computing  
Three Year Fixed-Term Contract**

**Dublin City University**

Dublin City University [www.DCU.ie](http://www.DCU.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Overview of the department**

The Faculty of Engineering & Computing is made up of the School of Electronic Engineering, School of Mechanical & Manufacturing Engineering and the School of Computing; each is managed by a Head of School. The Executive Dean is the de facto Chief Executive Officer. The Faculty is administered through the Professional Support Unit for which the Faculty Manager has overall management responsibility.

**Role Profile**

The Faculty is now recruiting for a Senior Administrative Assistant who will undertake a role within the Faculty in the context of provision of administrative support. They will be responsible for the management of the School's operational activities in line with the Faculty's internationalisation, research and teaching and learning strategies. The post holder will strive to achieve operational excellence within the Schools.

## Relationships

The appointee will work in collaboration with the Faculty Manager to support the Heads of School in achieving operational excellence. The Senior Administrative Assistant reports to the Faculty Manager/nominee.

## Duties and Responsibilities

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

## Qualifications and Experience

### Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply. Please note staff must have successfully completed their probationary period.

### In addition, the ideal candidate will have:

- a proven track record of success in administration management in a higher education environment
- experience of coordinating and managing projects
- demonstrated experience of stakeholder management and working effectively with different stakeholders to achieve positive outcomes
- strong problem solving and quantitative reasoning skills
- competence in the use of complex IT systems
- strong organisational skills with a capacity for proactive thinking and planning
- excellent interpersonal and communication skills - written and verbal
- proven ability and confidence to make decisions on a wide range of administration related matters
- a positive work ethic and outlook with demonstrable commitment to high quality in their work
- the ability to work independently as well as part of a team

## Mandatory Training

The postholder 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:

Senior Administrative Assistant- € 49,179 - € 59,260\*

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

**Closing date: Thursday 3<sup>rd</sup> June 2021**

**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 Mary O'Halloran-Proffitt, Assistant Faculty Manager, Faculty of Engineering and Computing, Dublin City University. Email: [mary.ohalloran@dcu.ie](mailto:mary.ohalloran@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.shtml>. 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 #BC0314 Senior Administrative Assistant – Faculty of Engineering & Computing**

*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](#)*