



Applications are invited from suitably qualified candidates for the following position

**Department Assistant
Communications & Marketing Department
Three Year Fixed Term Contract**

Dublin City University

Dublin City University (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 University's Communications and Marketing Department manages all aspects of the DCU brand and its positioning, all of its central advertising and marketing campaigns, web design, graphic design, videography/photography, and supports individual faculties and units in delivering effective marketing and advertising promotional campaigns and materials.

The Department also manages the reputation of the DCU brand, at a corporate level and through its support of faculties, schools and individual academics. It is also responsible for DCU's digital communications, media relations, public relations, external and internal communications, media training, event management and crisis & risk management for the University.

Role Profile

DCU's Communications & Marketing Department is seeking an Assistant to provide office manager support to the communications and marketing function at DCU. The person appointed will help to provide full administrative and PA support to the Director of Communications and administrative and office management support to the entire communications and marketing department.

Duties and Responsibilities

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

Qualifications and Experience

Candidates must hold a Leaving Certificate plus a recognised secretarial qualification and 3 years' relevant experience in an office environment, or, a recognised secretarial course plus 5 years' relevant experience in an office environment without a Leaving Certificate.

Other specific requirements include:

- strong organisational and time management skills;
- experience in dealing with financial information, and managing budgets and accounts;
- experience of providing administrative support to a team and the director of a function;
- experience in a frontline customer service environment, in third level or education;
- experience of supporting multiple units or departments;
- strong attention to detail;
- strong IT skills and a proven ability to work with new systems;
- excellent communication and interpersonal skills;
- flexibility and experience of working as part of a team and, when required, independently;
- experience with event coordination;
- good judgement and the ability to react to situations as required.

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/Accounts Assistant Grade 2 - €28,166 - €34,813.

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

Closing date: 7th 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 Céline Crawford, Director of Communications, DCU Communications department, Dublin City University.

Email: celine.crawford@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> (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: #BC0409 - Communications & Marketing Department Assistant – Grade II

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](#)