



JOB DESCRIPTION

Department Assistant Communications and 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

Duties of the post holder, under the close direction of the Director of Communications and managers within the Department, will include:

- providing diary management for the Director of Communications and general administrative support for the wider Communications and Marketing Team;
- assisting in processing incoming calls, requests for information, interviews and other communications and marketing-related queries;
- assisting with administration of event management for high-profile university events involving senior management and DCU President;
- Raising POs, daily maintenance of the department's accounts, and the generation of financial reports as needed;
- Monitoring and replenishing office supplies. Booking rooms and organising catering for meetings, dealing with equipment suppliers as needed, for general maintenance, and to report repairs;
- coordinating appointments for university personnel who require communications related training or briefings;
- Assisting the communications team with the scheduling of media interviews between DCU personnel and regional media as required;
- Generating, collating and circulating reports as requested demonstrating the impact of the work of the Department; provided to senior management and the DCU President;
- General office duties including filing, stock-taking, report writing, note taking, photocopying, invoicing and budget administration.
- Manage and facilitate requests for branded merchandise for the Communications & Marketing Department and the President's office in relation to events and promotional opportunities.

The successful candidate will be expected to show flexibility in line with any changes which may occur and carry out duties as assigned by the Director of Communications.

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 sector;
- 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.