



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

**Administrative Assistant (Grade IV)
Faculty of Engineering and Computing
Permanent Contract**

Introduction

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.

Faculty Overview

The Faculty is home to three Schools and hosts or participates in a number of large scale research centres. We offer degree programmes at Bachelors, Masters and PhD levels, while online Level 9 courses are now enabling those in employment to upskill in sought after areas such as Artificial Intelligence and the Internet of Things. Our graduates continue to be highly sought after by industry, and their continued employability is assured through the Faculty's ever deepening links with industry partners and an evolving curriculum that allows real-world work experience, industry-led team challenges and global engagement in line with DCU's internationalisation strategy.

The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Support Unit for which the Faculty Manager has overall management brief.

Role Profile

The Faculty Support Unit is now seeking to appoint an Administrative Assistant to join the team. The Administrative Assistant will report to the Faculty Manager (or nominee) and will liaise closely with Faculty staff, Heads of School and with colleagues in central units across the University.

The Administrative Assistant will provide a professional and comprehensive administrative service in support of a range of Faculty activities and as part of the Teaching & Learning administrative team.

The successful candidate will provide comprehensive administrative assistance on all key projects in the Teaching & Learning team. 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.

Duties & Responsibilities

Please see job description for full list of duties and responsibilities.

Qualifications & Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.

In addition, the ideal candidate will:

- Have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative,
- Be reliable and demonstrate a flexible positive attitude
- 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 written, communication and social skills.
- Experience in the use of systems such as ITS, GURU, and Syllabus+ would be an advantage

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 appropriate.

Competencies

Applicants will be assessed under the following competencies:

Building & Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

Personal Effectiveness and Excellence

Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

Problem solving and Decision Making

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Salary Scale: Administrative Assistant - €36,658 – €54,789

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

Closing date: Friday February 26th 2021

Informal Enquiries:

Informal enquiries should be directed to Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, DCU: michele.pringle@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 (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml>.

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 #BC0506a, 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](#)