JOB DESCRIPTION

Administration Assistant - Grade II
School of Nursing, Psychotherapy & Community Health
Permanent

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.

Faculty of Science and Health:
The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Psychology, Mathematical Sciences, Physical Sciences, and Nursing, Psychotherapy & Community Health, together with three National Research Centres and a number of large scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Role Profile:
The post holder will be required to provide professional and comprehensive administrative support for the School's academic staff and related activities. The individual will initially be allocated to work in the School of Nursing, Psychotherapy & Community Health, reporting to the Head of School or their nominee but may be allocated to work in another area within the Faculty of Science and Health.

Duties and Responsibilities:

The principal duties and responsibilities of the position include, but are not limited, to the following:

- Assisting with student psychotherapy and nursing placement administration, including data entry to record clinical placements, and liaising with external organisations associated with the placements.
- Supporting programme delivery - this may include taking minutes at various meetings, working on schedules, formatting programme content, evaluation surveys, and printing or saving of relevant information.
- Assisting with data entry on the student information system for student nurse placement details
- Performing duties associated with the School's reception points (including the Healthy Living Centre), including student, staff and public enquiries, and information and payment processing.
- Provide routine finance administration support, to include processing orders, checking invoices, confirming deliveries.
- Supporting conference and events within the School, this includes logistical planning and assistance such as venue bookings, catering bookings, trainer booking and preparation, programme participant and client engagement.
- Provide any other clerical support to the unit as needed, to include arranging meetings and events.
- Assisting with filing, retention and disposal of documents as necessary.
- Any other duties which may be assigned from time to time by the Head of School or her/his nominee.

Qualifications and Experience
The ideal candidate will have:

- Excellent organisational skills
- A demonstrated ability in the use of various IT systems and packages.
- Good verbal, written and interpersonal skills.
- Be capable of undertaking duties requiring initiative.
- Be capable of working effectively as part of a team and on their own initiative, while exercising a high level of judgement, confidentiality and discretion.
- Ability to work under pressure and to tight deadlines.

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