



**INTRA Support Administrator
Secretary Grade II
Office of the Vice President Academic Affairs
Permanent Contract**

Background

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. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress.

The INTRA Work Placement programme is a mandatory module for students undertaking undergraduate and postgraduate degree programmes across all faculties and is accredited and assessed. It is acknowledged as a gateway for enhancing the employability of DCU graduates and in establishing and maintaining strong partnerships with industry. It also has a major influence in attracting students to DCU. Further information on INTRA can be found at www.dcu.ie/intra.

Overview of the Role

The INTRA admin support team member will be assigned to the INTRA Unit and will report to the Head of INTRA. He/she will act as a first point of contact with students and employers. He/she also provides clerical support for the INTRA unit. They will be involved principally in scheduling of INTRA interviews with students which are conducted by external organizations, both on campus and externally and in providing front line assistance to students and visiting employers. It is a key position within the team and of fundamental importance to the success of the INTRA process.

Requirements/Skills

The successful candidate will have excellent administration, organizational and communication skills and have the ability to work effectively under pressure. Attention to detail and the ability to prioritize work effectively are essential qualities required for the position.

Duties & Responsibilities

Please see the Job Description for a full list of duties and Responsibilities

Qualifications and Experience

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course and three years' relevant experience, preferably in a third level environment. Customer service experience is desirable, industrial experience will be an advantage. Candidates should have strong organisational and interpersonal skills, and the ability to work under pressure and to tight deadlines. They should have good communication, administrative and computing skills.

Essential 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 Grade II - €28,666 – €35,313

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade II salary scale, in line with current Government pay policy.

Closing date: 11th February 2022

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Maeve Long, Head INTRA Internships, Dublin City University

Email: maeve.long@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: #BC210907 INTRA Support Administrator

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