



Applications are invited from suitably qualified candidates for the following position

**DCU Business School**  
**Administrative Assistant – Accreditations and Strategic Projects**  
**5 Year Fixed Term Contract**

**Dublin City University**

Dublin City University [www.DCU.ie](http://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**

DCU Business School is one of five faculties in DCU and it offers a distinctive, high quality, industry-engaged, and research-informed curriculum across seven undergraduate programmes, 18 masters programmes and a doctoral programme. The School is also recognised for producing internationally impactful scholarly research and industry engagement is central to all the School’s strategic activities. The School is accredited by AACSB and AMBA, has been awarded the Small Business Charter from the Chartered Association of Business Schools and is included in the FT Top 95 European Business Schools 2020 ranking.

## **Role Profile**

As part of the school's larger administration team, the successful applicant will work within the remit of Accreditation, Assurance and Strategic Projects. They will help create and maintain system(s) to collect, analyse and report on all required types of information for accreditations, rankings and quality assurance purposes and will support the maintenance and development of related information management processes.

The successful candidate will report to the Faculty Manager of DCU Business School and will work directly with the Accreditations and Assurance Coordinator to achieve the School's objectives concerning accreditations, rankings, quality assurance, and information analysis and management more generally. They will also liaise with academic and administrative colleagues in the School and University and engage regularly with accreditation and rankings bodies and other stakeholders.

## **Duties and Responsibilities**

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

## **Qualifications and Experience**

- Applicants for this post must hold a primary degree or equivalent, and have a proven track record in efficiently collecting, analysing, interpreting and managing data and preparing related reports.
- The ideal candidate will typically have experience of working in a complex or large-scale organisation and will be proficient in the use of a wide variety of IT systems.
- Applicants should possess strong numerical and analytical skills and show considerable attention to detail.
- Applicants should be well organised, able to co-ordinate and progress tasks using their own initiative, and also should demonstrate an ability to work effectively as part of a team.
- Applicants should have good written, communication and interpersonal skills.

## **Essential Training**

The postholder 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.

## **Salary Scale:**

Administrative Assistant - €37,158- €55,337

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

**Closing date:** 28th 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:**

Jonathan Begg Faculty Manager, DCU Business School,  
e-mail: [jonathan.begg@dcu.ie](mailto:jonathan.begg@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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #BC211201 Administrative Assistant – Accreditations and Strategic Projects**

*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](#)*