



JOB DESCRIPTION

Professional Services Support (Grade III) DCU Institute of Education Permanent

Overview

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.

Overview of the department

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Role Profile

This post is located in the Faculty Office. The person appointed will report to the Senior Administrative Officer, Professional Services Team.

Appointees will need to work through both Irish and English.

Duties and Responsibilities

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

- Administration of Gaeltacht Placements: including regular liaison with Gaeltacht Colleges; addressing student queries; event organisation; records management; data processing; administering student grants.

- Marketing Administration: coordinate and assist faculty programme marketing activities including production of promotional materials, organising faculty involvement in student recruitment events, some attendance at careers fairs (both virtually and in person).
- Purchasing administration: act as buyer on a range of faculty accounts.
- Assisting the Placement Team as needed in communicating with providers who prefer to work through Irish.
- Assisting with Gaelige initiatives across the faculty.
- Undertaking, as needed, routine administrative tasks such as: committee supports, data collation and analysis, events organisation, and provision of cover for colleagues on leave.

Due to on-going developments within the Faculty and the University at large, the range of duties of the post holder will be subject to change.

Qualifications and Experience

The successful candidate must be fluent in both written and oral Irish and English. Candidates must hold a leaving certificate or equivalent, a recognised secretarial course or equivalent and three years' relevant experience, preferably in a third level environment.

In addition to internal service criteria, the ideal candidate will have:

- Strong organisational skills along with excellent social skills, and the ability to work under pressure and to tight deadlines.
- Good communication, administrative and computing skills.
- Candidates should be flexible and adaptable, with the capacity to build and maintain positive working relationships.

Competencies required

Building and maintaining relationships

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.

Personal Effectiveness/ Excellence

Continuously strives to achieve high standards in the completion of tasks and in approach to working with people.

Knowledge of Processes & IT

Shows a willingness to engage with processes and technology.

Team working

Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

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.