



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

School Assistant (Grade II)
School of Psychology, Faculty of Science and Health
4 Year Fixed Term Contract

DCU

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.

The School of Psychology

Established in 2019, DCU’s School of Psychology is an ambitious and research intensive School in the Faculty of Science and Health. It is composed of experienced and dedicated staff with expertise in a broad range of areas within the field of psychology. The School brings together our flagship BSc in Psychology, which has been running since 2010, the new BSc in Psychology and Mathematics and BSc in Psychology and Disruptive Technologies and our suite of postgraduate courses including the MSc Psychology (Conversion) and the MSc Psychology and Wellbeing. It continues to build on our longstanding research activity and collaborations, and its thriving community engagement. The School is student-centred, research-intensive, globally engaged, collaborative and inclusive. It offers an innovative and exciting environment in which to pursue undergraduate and postgraduate studies in psychology and to undertake cutting-edge research.

Role Profile

We are seeking to recruit a talented and motivated School Assistant on a fixed-term full-time contract basis with responsibility for co-ordinating and providing a professional, proactive and comprehensive support function for the School. This is an important post in the School and provides an exciting opportunity for the successful candidate to play a key role in the ongoing development and success of the new School.

The School Assistant will be responsible for the day-to-day running of the School Office and will provide administrative support for the teaching, research and other activities of the School. He/she will act as a first point of contact for staff and students of the School, and for external stakeholders and members of the public.

The post holder will report to the Head of School and will work closely with other members of the School. He/she will also work closely with faculty colleagues and with units across the University, including Registry, the Estates Office, Information Systems Services (ISS) and Finance.

Duties and Responsibilities

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

Candidate Requirements

Applicants must hold a Leaving Certificate or equivalent and also hold a further qualification preferably in an area related to administration and/or office management. They must have a minimum of three years' relevant experience, preferably in a higher education environment.

Applicants must demonstrate strong organisational skills, interactive and communication skills (both oral and written), proficiency with IT programmes including MS Office and the ability to engage with institutional systems, and work with accuracy and reliability under pressure and to tight deadlines. They must demonstrate the ability to be flexible, to take responsibility for their workload while working with and contributing to the team. A willingness to learn new approaches and new software packages is essential.

Experience with Agresso and Drupal (i.e. updating website content) is required. Applicants should demonstrate a desire for ongoing professional development and a willingness to participate in relevant university training and, where appropriate, external training opportunities, particularly in relation to the development of IT and communication skills, and skills related to administration and/or office management.

Essential Training

The post holder will be required to undertake the following mandatory essential training: GDPR, Orientation and Compliance. Other training may need to be undertaken when required.

Salary Scale:

€28,166 - €34,813 (Grade II)

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

Closing date: Friday 17th September 2021

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

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

Professor Pamela Gallagher, Head of School of Psychology, Dublin City University, Dublin 9.

Email: pamela.gallagher@dcu.ie

Tel: 353 1 7008958

Do not send applications to this address. Instead, apply using the procedure set out below:

Application Procedure:

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies/current.shtml>

Applications accompanied by **cover letter & CV** must be submitted by e-mail to

hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: **Job #BC3013 School Assistant (Grade II) School of Psychology.**

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](#)