



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

**Administrative Assistant (Grade IV)
Faculty of Engineering and Computing
Three Year Fixed-Term Contract**

Background

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 Overview

The Faculty is home to three Schools and hosts or participates in a number of large scale research centres. We offer degree programmes at Bachelors, Masters and PhD levels, while online Level 9 courses are now enabling those in employment to upskill in sought after areas. Our graduates continue to be highly sought after by industry, and their continued employability is assured through the Faculty's ever deepening links with industry partners and an evolving curriculum that allows real-world work experience, industry-led team challenges and global engagement in line with DCU's internationalisation strategy.

Centre for Doctoral Training in Advanced Metallic Systems (AMSCDT) and HCI Pillar 3 Certificate in Innovative Materials for Industry 4.0

The Centre for Doctoral Training in Advanced Metallic Systems (AMSCDT) is a joint venture between Dublin City University, University College Dublin, University of Sheffield, and University of Manchester. AMSCDT is committed to provide high quality training to the next generation of globally competitive doctoral level graduates with the knowledge, skillset, and mindset to lead the future Ireland advanced manufacturing industry. All of our students have an industrial sponsor.

Funded through HCI Pillar 3, the Certificate in Innovative Materials for Industry 4.0 is designed as per the HCI 3 project application to be a programme in advanced manufacturing tailored to professionals seeking a comprehensive upskilling in state of the art Industry 4.0 materials processing technologies and concepts. The programme will upskill the participants to enable Irish industry to be competitive through the digital transformation in their (manufacturing/engineering) companies. The programme content includes the required elements of challenge-based learning and training in transversal skills. The modules will be delivered through a combination of blended learning and e-learning, using omnipresent tools including virtual reality (VR) learning environments. The design and development of VR sessions for an engaged student experience is one of the major aspects of this programme.

Role Profile

The AMS Centre for Doctoral Training and the HCI Pillar 3 is now seeking to appoint an Administrative Assistant to join the team. The Administrative Assistant will provide a professional and comprehensive administrative service in support of a range of activities equally split between the AMS Centre for Doctoral Training and HCI Pillar 3. This full time post will be funded equally as a 0.5 by the AMS Centre for Doctoral Training and as a 0.5 by HCI Pillar 3.

The role involves the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes to a high standard.

Relationships:

The Administrative Assistant will report directly to the Faculty Manager (or nominee) and will work closely with the Director, AMSCDT Manager and HCI Lead, and academic staff.

Roles and Responsibilities

See Job Description for list of main duties and responsibilities.

Qualifications & Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.

In addition, the ideal candidate will:

- Have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative
- Be reliable and demonstrate a flexible positive attitude
- Be able to contribute to the on-going development and refinement of administrative processes.
- Demonstrate an ability to work effectively as part of a wider administrative team
- Have excellent written, communication and social skills
- Experience in the use of systems such as Moodle, LOOP, GURU or Blackboard would be an advantage

Competencies required

Applicants will be assessed under the following competencies:

Building & Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

Personal Effectiveness and Excellence

Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

Problem solving and Decision Making

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

Salary Scale: Administrative Assistant - €36,658 – €54,789*

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

Closing date: Wednesday 30th June 2021

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

Informal enquiries to: Professor Dermot Brabazon, Faculty of Engineering & Computing, DCU.

Phone: +353 1 700 8213; Email: dermot.brabazon@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml>.

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 form and email subject line:

Job ref: #HCI03 AMSCDT HCI Administrative Assistant

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](#)