



Applications are invited from suitably qualified candidates for the following position

**Administrative Officer  
Professional 4  
DCU Business School  
Permanent Contract**

**Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

**Overview of the department**

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. DCU Business School has an excellent research profile characterised by its industry relevance and a strong international reach. As a mark of the quality of the school, the school has leading international accreditations such as AACSB and AMBA, and it has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative

internationally focused school which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

### **Role Profile**

This position is located on the Glasnevin campus. The person appointed will be responsible for delivery of quality supports to the DCU&PNU project and other projects of strategic importance to DCU Business School. The successful individual will report to the Academic Director Middle East and the Faculty Manager and will work proactively with the academic and admin team based in PNU and DCU, as well as other key academic and administrative colleagues within the Faculty Office team and across the University.

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

- Candidates must have a minimum of 3 years' relevant experience in administration.
- Excellent organisational skills and attention to detail.
- Experience in working successfully with a range of national and international stakeholders.
- Excellent social, oral, and written communication skills.
- Proven ability to work effectively as part of a wider international team.

### **In addition, the successful individual will ideally have:**

- Knowledge of the Saudi visa/travel regulations,
- Prior experience of administering international projects in an education setting,
- Demonstrable experience in the use of complex IT systems,
- A flexible positive attitude with strong stakeholder service focus
- Demonstrable commitment to high quality in their work.

### **Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 4 - €40,689.00 - €60,196.00

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

**Closing date:** Monday 20<sup>th</sup> of November 2023 at 5pm

### **Additional Information**

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

**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 Caroline McMullan Academic Director for DCU@PNU, Dublin City University.

Phone + 353 (0)1 7008250 Email: [caroline.mcmullan@dcu.ie](mailto:caroline.mcmullan@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/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

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 #RC231005 Administrative Officer**

*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](#)*

