



Applications are invited from suitably qualified candidates for the following position

## **All Faculties Administrative Officer (Grade IV)**

### **1 Year 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.

#### **Role Profile**

The University is seeking to establish a panel of Administrative Officers to be placed in each of the five Faculties. The appointments will be for one year in the first instance, but in certain circumstances there may be opportunities for longer term appointments. The successful individuals will work as part of the Faculty Administration team in the respective Faculties and will provide a professional and comprehensive administrative service in support of a broad range of Faculty activities.

The successful individuals will report to the Faculty Manager or nominee(s) and will liaise closely with the faculty administrative team, heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units, and external stakeholders on a regular basis. 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.

## **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 Primary Degree or equivalent in an appropriate area.

In addition, the ideal candidates will:

- Have a proven track record in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment.
- Have excellent written communication skills.
- Demonstrate competence in the use of complex IT systems and MS Office.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus.
- 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 interpersonal and communication skills applicable across students and staff in all roles.
- Demonstrable commitment to high quality in their work.

## **Essential Training**

The post holder 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 appropriate.

**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: 19<sup>th</sup> November 2021.** It is envisaged interviews will be conducted week commencing 6th December.

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

## **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 #ST1591 All Faculties 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](#)*