

Name	Role	Areas of Responsibility	Room Number	Phone Number
Faculty Management Team				
Michelle Brennan	Faculty Manager	Secretary to Faculty Management Board , management of staff and activities outlined below.	GLA.C237	700 5014
Nuala Clancy	Assistant Faculty Manager (Operations)	Secretary to Faculty Research Committee ; R103 - Change of Supervisor Requests, oversight of PhD Scholarships, Space Management, Faculty Refurbishment Projects, Finance operations and Faculty Liaison with Registry re academic structures, examinations and assessment	GLA C236	700 7415
Máire Ní Sheighin	Assistant Faculty Manager (Academic Affairs)	Secretary to Faculty Teaching and Learning Committee ; Special Case Admissions, Legacy Readmissions, Exemption Requests, Revised Academic Offerings. Faculty Office liaison with OVPAA/USC/Education Committee. Review proposals for new programmes, new pathways and other T&L projects .	GLA.C235	700 7175
Programme Administration Team: Co-ordination and implementation of Programme board administration, Academic Structures, Examinations & Assessment, Timetabling				
Sinéad Elliott	Programme Admin	School of Law & Government UG Programmes and DCU Connected	GLA.C203	700 7748
Hazel Langan	Programme Admin	School of English, School of History & Geography and Exchange and Occasional	GLA.C203	700 8450
Dearbhla Lawler	Programme Admin	School of Applied Language and Intercultural Studies, Bachelor of Arts Years 3 and 4	GLA C203	700 5236
Sally Mhic Dhomhnaill	Programme Admin	School of Theology, Philosophy & Music; Bachelor of Arts (Joint Honours) Years 1 and 2	GLA.C203	700 5012
Ailbhe Ní Chonaire	Programme Admin	Fiontar agus Scoil na Gaeilge and School of Law and Government PGT Programmes	GLA.C203	700 6572
Kirsty Rickard	Programme Admin	School of Communications; DCU Futures Transversal Skills Multilingualism	GLA.C203	700 6820
Marketing and Communications Team				
Caroline Cullen	Senior Marketing & Communications Officer	Secretary to the Faculty External Engagement Committee . Oversight of faculty marketing and communications activities, managing student recruitment activities and events, online prospectus development, DCU and faculty branding and digital marketing platforms.	GLA C238	700 6821
Sinéad Ní Chruaiaoi	Marketing Officer	Co-ordination of marketing activities and events; maintenance of Faculty web pages and online prospectus; maintaining social media communications; PGT applications support for Programme Chairs	GLA.C239	700 8358
Cross Functional Roles				
Evelyn Cuddy	Senior Administrator	Secretary to Faculty Research Ethics Committee School Budgets - providing support to Heads of School managing income and expenditure GURU - assign and review role access to staff, co-ordinate exam paper submissions with School Assistants, monitor external examiners appointments to collate and assign modules appropriately, annual review of module co-ordinators to facilitate anonymous marking in conjunction with Heads of Schools/School Assistants. Assessment - Generating assessment folder indices to monitor submission of results, collating and distributing exceptional circumstances information by School, running reports on missing results	GLA.C234	700 6778
Carol Diamond	Research Admin & Graphics	Faculty Research Committee recording secretary, monitor and support FRC Scheme awards, Research structures and examination and assessment processes. Graphics design for marketing materials (digital and print), faculty newsletter. Comms & Marketing support (Twitter, LinkedIn) PGR Applications support for Supervisors PhD scholarships administration	GLA.C239	700 8332
Jeni O'Reilly	Senior Executive Assistant	Support the finance and operations for the faculty and Executive Dean. Recording Secretary to Faculty Teaching and Learning Committee . Process Exam Script payments and support HR and payroll function. Agresso 'Buyer' for D subcosts.	GLA.C239	700 5227
Martha Carson	Senior Executive Assistant	Dean's PA, Faculty Management Board recording secretary, Dean's diary management and allocation of PhD Desks, PhD visa support letters (TBC), Agresso 'Buyer' for P and S subcosts.	GLA.C201	700 7191
Projects				
Danielle Triggiano	EMJM Project Officer	Erasmus Mundus Project Officer - support delivery of EMLDAI project and programme	GLA.C239	700 TBC