

DUBLIN CITY UNIVERSITY

SECRETARY GRADE II (9-Month Contract)

The duties of a Secretary II in the Centre of Consumption Studies at DCU, based in DCUBS, include the following:

1. Secretarial work including typing, use of word processors and word-processing facilities, use of photocopiers and binding machines, filing, making and receiving telephone calls.
2. Arranging meetings, booking rooms for meetings or other special events with Estates Office, preparation of agenda, taking minutes of meetings and writing them up, drafting and/or signing less straightforward documents, keeping up stocks of stationery, making travel arrangements; making arrangements for the caterer for lunches or other special events, maintaining Centre of Consumption Studies at DCU data on the computer.
3. Answering questions from students, prospective students and parents referring students to contact points at which they can obtain further information, providing students with information on assignment duties and changes in timetables, dealing with a wide range of queries.
4. Monitoring the meetings of deadlines for the setting and clearing of examination papers; maintaining security on exam-related documentation, collecting and filing student assessed work, collating of marks, maintenance of school's student records, collating examination marks.
5. Maintenance of Centre of Consumption Studies at DCU accounts, checking invoices, processing orders for equipment and supplies in accordance with Purchasing Procedures, checking on delivery dates and maintenance contracts, numerical work including the preparation of statistical material.
6. Maintenance of Leave records for staff Centre of Consumption Studies at DCU, maintenance of records for Demonstrators' hours, assisting Library and its records related to the School.
7. Organisation of seminars and short courses.
8. Where appropriate, supervision of secretarial staff at Grade I level and/or trainees.
9. Any other duty which may be assigned from time to time by the Centre of Consumption Studies at DCU or his/her nominee.

The above attempts to outline in a broad way the range of duties associated with a Secretary Grade II post in the Centre of Consumption Studies at DCU. This is not specific and does not relate to any one School or Unit. While not being exhaustive it does attempt to indicate the range and level of duties associated with a Secretary Grade II post within the University.

This is a part time position for one day per week

This is a temporary 9-month contract

Salary Scale: €23,804 - €30,491 pro-rata

Closing Date: Friday 22nd December 2006