

DUBLIN CITY UNIVERSITY BUSINESS SCHOOL

SECRETARY GRADE III

- The post-holder is responsible for the provision of secretarial, clerical and elements of the administrative support for the teaching, research and other activities of the Faculty. This includes inter alia, the following specific duties:
- Secretarial work including typing, use of word processors and word-processing facilities, use of photocopiers and binding machines, filing, making and receiving telephone calls.
- Assisting with the sharing of work, where necessary, among School staff including organising telephone/reception relief.
- Where appropriate, supervision and on the job training of secretarial staff at Grade II level and/or trainees.
- Arranging meetings, booking rooms for meetings or other special events with Educational Services, preparation of agenda, taking minutes of meetings and writing them up, drafting and/or signing less straightforward documents, making travel arrangements; maintaining School/Unit data on the computer.
- 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.
- 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.
- Assisting with preparation of the School's promotional materials, prospectus entry and online prospectus as required.
- Assisting with the Library and its records related to the School.
- Liaising with others Schools and Units
- Organisation of seminars and short courses.
- Bringing to the attention of the senior staff of the Faculty issues which affect the operational efficiency or developmental potential of the Faculty
- Any other duties which may be assigned from time to time by the Head of School/Unit or his/her nominee.

Closing Date: 25th August 2006