



Office for External & Strategic Affairs

Administrative Assistant – Strategic Planning (Grade IV)

Fixed Term Contract – 6 Months

Introduction

Within DCU, the office for External & Strategic Affairs is responsible for the areas of strategic planning, internationalisation and communications.

The Office is now seeking to recruit an Administrative Assistant.

Duties and Responsibilities

Reporting to the Executive Director for External & Strategic Affairs, the Administrative Assistant will provide a comprehensive and professional administrative support in the areas of Strategic Planning and External Affairs which includes internationalisation and media relations. The duties and responsibilities attaching to the role include, but are not limited to the following:

- Assist with the co-ordination and production of the university strategic plan and supporting planning framework
- Responsible for sourcing, collating, analysing and presenting information and documentation necessary for the implementation of the strategic planning framework and other strategic initiatives as may be required
- Conduct relevant policy research as directed to assist in the preparation of strategic responses and initiatives on behalf of the University
- Assist the Executive Director for External & Strategic Affairs in the implementation of their duties as may be required which will include but not be limited to the following:
 - Planning, co-ordination and administration of events and committee meetings
 - Attending minuting and reporting on meetings /workshops.
- Develop / build excellent working relationships with key stakeholders both internal and external to the DCU community
- Regularly liaise with both internal and external stakeholders to ensure a co-ordinated approach in the provision of support to the Office of the Executive Director for External & Strategic Affairs
- Remain up to date on developments within the University, specifically in relation to the University's Strategy and its international agenda
- Carry out purchase ordering and related finance functions that require the use of the university financial systems i.e. Agresso
- Undertake any other duties as maybe assigned by the Executive Director for External & Strategic Affairs

Experience and Skills Required

Applicants must hold a primary degree.

The post-holder will be capable of managing and prioritising a varied workload and will show flexibility and adaptability whilst discharging their duties. S/he will be well organised and will demonstrate an ability to co-ordinate and progress the administrative tasks associated with the role.

This is a new post, so the post-holder will be expected to work on their own initiative and contribute to the on-going development, refinement and co-ordination of the administrative processes of the Office of the Executive Director for Strategic & External Affairs. They must possess the ability to work effectively and have excellent communication and interpersonal skill. An excellent knowledge of IT systems is essential.

A number of years of relevant experience in an administrative role is desirable.

Required Competencies

1. Building & Maintain Relationships

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisations.

2. Personal Effectiveness / Excellence

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

3. Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

4 Knowledge of Processes and IT

Demonstrates a willingness to engage with both processes and technology.

Closing Date: 7th September 2011

Salary: €37,361 - €50,750

(This salary scale maybe affected by the provisions of the 2011 Budget)

This post is considered to be essential to the university.

Application Procedure:

Candidates should submit a completed DCU Application Form along with their CV to: hr.applications@dcu.ie or Human Resources Department, Dublin City University, Dublin 9

Application forms are available at:

www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 7005149; Fax: +353 (0)1 700 5500; Email: hr.applications@dcu.ie

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