

Applications are invited from suitably qualified staff for the following position:

**DCU Business School
Secretary Grade II - Winning in Tendering
Temporary Full Time Fixed Term Contract
(Up to 2 Years in Duration)**

This vacancy is open to staff who meet the following criteria:

- Leaving Certificate or equivalent
- Recognised Secretarial Course
- 3 years relevant experience

Please note that staff must have successfully completed their probationary period. This vacancy is also open to existing eligible Grade II staff who may wish to transfer.

Candidates with research project experience are desirable and those with customer service experience will be at an advantage.

www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources

Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500;

Email: hr.applications@dcu.ie

Closing date: 14th December 2011

Dublin City University is an equal opportunities employer