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

**INSIGHT**
Centre Secretary
(Grade III)
(Fixed Term Contract - Up To Three Years)

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

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

Candidates should have a Leaving Certificate, or equivalent, a recognised secretarial qualification and at least five years’ experience in an office environment. Applicants should be very familiar with internal DCU systems including AGRESSO and have a good understanding of accounting procedures, and in particular the accounts payable function. Experience of providing administrative support to an academic research centre or function would be a distinct advantage.

Please note that staff must have successfully completed their probationary period.

**Closing date:** 4th June 2013

**Application forms are available at:** [http://www4.dcu.ie/hr/vacancies/index.shtml](http://www4.dcu.ie/hr/vacancies/index.shtml) and from the Human Resources Department, Dublin City University, Dublin 9.
Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

*Dublin City University is an equal opportunities employer*