Applications are invited from suitably qualified candidates for the following position

Administrative Assistant (Faculty Office)
Professional 4
DCU Business School
Permanent Contract

Dublin City University
Dublin City University is a leading innovative European University with a mission to 'transform lives and societies'. DCU ranks as one of the world's Top 350 Universities, *Times Higher Education*, and is proud to be Ireland's No. 1 Young University. The University is known for the 'transformative student experience' it offers, and is also recognised for its impact in addressing global challenges in collaboration with national and international stakeholders.

Overview of the Department
DCU Business School is a young, vibrant, industry focused, research-intensive business school that holds the prestigious triple-accreditation (EQUIS, AACSB, AMBA) and the Small Business Charter (CABS). The School's success is underpinned by our core strengths:

- Degree programmes that develop 'work-ready' graduates for the global marketplace.
- Internationally recognised faculty whose research has strong academic and industry impact.
- Extensive collaborations with the local and internationally oriented business eco-system.
- A collegial culture, with faculty and staff (17 nationalities) who are committed to supporting our students and stakeholders.

The School has over 3,700 students across bachelors, masters and research programmes. Our students experience an applied and internationally oriented education, and we are committed to further developing Challenge Based Learning across our programmes. Our Executive Education unit offers bespoke education and training to industry partners. The School recently launched the DCU Institute for Business and Society, to further develop our international reputation for engaged research on trustworthy, innovative, and sustainable practices in business and society.

Role Profile
DCU Business School is seeking a highly organised and systems-oriented professional for the position of Administrative Assistant within the Faculty Office. Reporting to the Assistant Faculty Manager, this role provides vital operational support for the School's academic programmes and business processes. The successful candidate will act as a key point of contact for multiple stakeholders, assisting with the provision of data, timetabling and the technical administration of key business processes.

Duties and Responsibilities
The duties and responsibilities of the position include, but are not restricted to, the following:

- Generate and analyse periodic reports to support senior management in strategic decision-making.
- Coordinate the input and scheduling of academic workload and module data on the timetabling system, working to resolve scheduling conflicts and system queries

- Support the day-to-day administration of the student information system, ensuring that programme data and academic records are accurately maintained and updated.
- Assist Programme Chairs with the administrative requirements of the academic lifecycle, from processing curriculum changes to preparing materials for Programme Board meetings.
- Act as a point of contact for academic staff regarding administrative procedures, providing clear guidance on Marks and Standards and university systems.
- Assist in the rollout of new administrative software or digital tools within the faculty. This includes helping to test new system features (UAT), documenting SOPs for common administrative tasks, and identifying ways to make day-to-day data driven processes more efficient for the wider team.
- Undertake other duties or projects as assigned by the Faculty Manager or Assistant Faculty Manager.

Minimum Internal Service Criteria
Please note that internal service criteria will apply.

Please note staff must have successfully completed their probationary period.

Qualifications and Experience
Essential
- Candidates must have a Primary Degree or equivalent (NFQ Level 7) plus 2 years' relevant experience in a structured administrative environment.
- Have a proven track record in efficiently collecting, analysing, interpreting and managing data and preparing related reports.
- Significant IT competency and experience using large-scale enterprise management systems.
- Possess strong analytical skills and show considerable attention to detail.
- A demonstrated ability to coordinate multiple tasks and meet strict deadlines, particularly during peak academic periods.
- Demonstrated ability to achieve "super-user" status on new, complex software platforms within a short onboarding window.
- Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation.
- Strong interpersonal, communication, and organisational skills with the ability to make informed decisions.

Desirable
- Prior experience working in a Higher Education setting, particularly in a role involving student records or academic scheduling.
- An openness to engage with new processes and technology (e.g. AI).
- Experience of working in a complex or large-scale organisation, or on multi-faceted projects.
- Strong skills in the Microsoft Office suite, especially Excel (e.g., using spreadsheets to track data and generate simple reports).

Essential Training
The postholder will be required to undertake the following essential compliance training:
- Orientation

- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- AI Literacy

Other training may need to be undertaken when required.

Salary Scale:
Professional 4 - €44,669 - €65,331.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

Closing date: Tuesday, 7th April 2026

Additional Information
Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Remote Working Policy
DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.
Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the remote working policy will apply.

For more information on DCU Business School, please visit: https://business.dcu.ie/

Informal Enquiries in relation to this role should be directed to:
Mr Jonathan Begg, Faculty Manager, DCU Business School, Dublin City University.
Phone: + 353 (0)1 7007499
Email: Jonathan.begg@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:
Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:
1) Curriculum Vitae
2) Cover Letter
3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. We

will provide support and accommodations to ensure all candidates, including those with disabilities, can fully participate in the process.

The University's Athena Swan Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)