

ADVERT ID 203145

## General

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### Drumcondra Education Support Centre

DCU St Patrick's Campus Drumcondra Rd Drumcondra D09 CKC8  
<https://www.ecdrumcondra.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Wed Sep 20 2023 09:08:22  
**Application Closing Date:** Wed Oct 4 2023  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### POST DETAILS

**Title:**  
Administrative Assistant

**Description:**  
Office Position in Drumcondra Education Support Centre  
Drumcondra Education Support Centre (DESC) is one of 21 full time Education Support Centres nationally. We organise the local delivery of national programmes of teacher professional development on behalf of the Department of Education (DE). Additionally, we react to the needs of the educational community in our catchment and offer a variety of locally sourced and developed programmes of activities. We are a statutory body funded by DE and managed by a director on behalf of a voluntary Management Committee.

Position advertised:  
• Administrative Assistant  
• 35 Hours per week  
• Grade III – Point 1

You will be employed as an Administrative Assistant and will be required to be flexible in this position and must be prepared to undertake duties as may be assigned to you by the organisation.

Skills required:  
• Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace  
• Be proficient in Office 365  
• Have a good working knowledge of social media  
• Have excellent communication and interpersonal skills  
• Have excellent administrative skills  
• Have the ability to prioritise and manage work in a dynamic and fast paced environment  
• Have the ability to work on their own initiative within a flexible, co-operative team structure

Specific duties will include:  
• Cúrsaí Samhraidh, (Summer Courses), administration  
• Administration of Education Initiatives  
• General Reception Area Duties  
• A knowledge of book-keeping is desirable but not mandatory

Completed application forms should be submitted in electronic format only by 5pm Wednesday 4th October to [recruitment@ecdrumcondra.ie](mailto:recruitment@ecdrumcondra.ie)

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- Application Form
- CV (Digital)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Apply To:** recruitment@ecdumcondra.ie  
Drumcondra Education Support Centre,  
DCU,  
St Patrick's Campus  
Drumcondra Rd  
Drumcondra.

**County:** Dublin

**Postal District:** Dublin 9

**Enquiries To:** [director@ecdumcondra.ie](mailto:director@ecdumcondra.ie)

**Website:** <https://www.ecdrumcondra.ie>

**Further Information:** <https://ecdumcondra.ie/>

**Application Form:** [Application form Admin Assistant DESC.pdf](#)

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