

Coláiste | Aonad Bainistíochta:	Oifig an Leas-Uachtaráin um Rannpháirtíocht Dhomhanda
Scoil | Aonad:	UCD Ar Fud na Cruinne
Teideal an Phoist & Réimse Ábhair:	Cúntóir Soghluaisteachta Domhanda
Tréimhse an Phoist:	Post sealadach 4 bliana
Grád:	95 Cúntóir Feidhmiúcháin (2013)
Scála Tuarastail:	€32,856 - €49,419 in aghaidh na bliana
Cnuasach Poist agus Leibhéal Gairme:	Bainistíocht & Oibríochtaí Acadúil agus Clár (APOM) - Leibhéal Gairme 1
Uimhir Thagartha don Ghrádú Poist:	2015/013
Bainisteoir Líne:	Bainisteoir Soghluaisteachta Domhanda
Uimhir Thagartha an Chomórtais:	**020218**
Riarthóir Acmhainní Daonna:	Arianna Eady
Costais Athlonnaithe:	Ní bhaineann
Grinnfhiosrúchán an Gharda Síochána:	Ní bhaineann
Iarratais agus Dáta Deiridh:	https://www.ucd.ie/workatucd/jobs/
Incháilithe do Chead Oibre:	Níl

Achoimre ar an bPost:

Stiúrann agus treoraíonn UCD Ar Fud na Cruinne straitéisí dhomhanda na hollscoile ag soláthar saincheannaireachta i gcomhpháirtíochtaí agus rannpháirtíocht, i mac léinn idirnáisiúnta a earcú agus a thacú, i dteacht agus imeacht foirne agus mac léinn agus sna gnéithe idirnáisiúnta d'eispéireas na mac léinn.

Trí chaidreamh a threisiú le páirtithe leasmhara seachtracha, feidhmíonn UCD Ar Fud na Cruinne sa spás ina n-idirghníomhaíonn an ollscoil agus an pobal idirnáisiúnta le chéile. Tacaíonn sí le ceannairí na hollscoile chun beartas a mhúnlú, oibríonn sí le Coláistí/Scoileanna agus le haonaid tacaíochta eile chun seachadadh a chinntiú, agus téann sí i mbun plé le mic léinn agus le baill foirne chun rath agus tionchar a thomhas.

Is i mBaile Átha Cliath atá ceanncheathrú UCD Ar Fud na Cruinne agus chomh maith leis sin stiúrann agus bainistíonn sí líonra Ionad Domhanda na hollscoile, a fheidhmíonn mar mhoil do ghníomhaíocht UCD i Meiriceá Thuaidh, sa tSín, san Áis Theas, i réigiún an Aigéin Chiúin agus na hÁise, agus sa Mheánoirthear.

Cuirfidh an Cúntóir Soghluaisteachta Idirnáisiúnta tacaíochta riaracháin den scoth ar fáil do UCD Ar Fud na Cruinne. Cuirfidh an post seo deis ar fáil do dhuine a bhfuil dearcadh idirnáisiúnta acu agus atá tiomanta do sheirbhís do chustaiméirí.

Principal Duties and Responsibilities:

- To assist with a range of international relations projects and initiatives on behalf of UCD International, under the direction of the Global Mobility Manager.
- To contribute to the development of institutional relationships and liaison with key external stakeholders, including funding agencies.
- To deal with email and telephone enquiries from students and staff internally and externally in a timely, efficient and professional manner.
- To help with the logistical organisation of project-related finances, record-keeping and reporting.

- To process and monitor online applications from incoming exchange students.
- To liaise with UCD Schools, Colleges and administrative units to facilitate the progress of international applications for mobility programmes and other international partnership programmes.
- To handle enquiries and provide information to international partner Universities.
- To provide general administrative support to the Mobilities team.
- To assist in Orientation activities for incoming students and staff.
- To assist in the marketing and promotion of mobility opportunities to UCD students and staff.
- To undertake such other duties as may be reasonably required by the line manager.

95 Executive Assistant Salary Scale: €32,856 - €49,419 per annum

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Details on eligibility to compete and pension information is available at:
https://www.ucd.ie/hr/resourcing/eligibilitytocompete/

About University College Dublin

University College Dublin (UCD) is one of Europe's leading research-intensive universities and Ireland's largest university, with a vibrant community of over 39,000 students and 4,000 staff from more than 152 countries. UCD combines a rich academic heritage with a global outlook, fostering innovation, creativity, and excellence across teaching, research, and public engagement.

Situated on a beautiful, parkland campus at Belfield, UCD offers a dynamic and inclusive environment where ideas flourish and collaboration thrives. As a world top-1% university, UCD is recognised for its impact on society - from groundbreaking research and sustainable innovation to nurturing future leaders across all disciplines.

Joining UCD means becoming part of a community that values excellence, integrity, diversity, and collaboration. Staff enjoy exceptional professional development opportunities, a supportive and flexible working culture, and the chance to contribute to meaningful work that shapes the future locally and globally.

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from applicants from all backgrounds, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. Learn more about Diversity at https://www.ucd.ie/workatucd/diversity/

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.



Benefits of Working at University College Dublin

Working at University College Dublin offers a wide range of benefits designed to support staff wellbeing, professional growth, and work–life balance. Employees enjoy flexible and family-friendly working arrangements, including hybrid work options, job sharing, and generous leave policies. UCD provides a strong pension scheme, income protection, and travel-related savings such as tax-efficient commuter and cycle-to-work plans. Staff have access to professional development opportunities through LinkedIn Learning, study leave, and structured career progression frameworks. The university fosters an inclusive and supportive community, offering wellbeing programs and employee assistance services, while the Belfield campus provides excellent facilities, discounts, and sports amenities. Overall, UCD promotes a positive, balanced, and development-focused working environment.

More details can be found here: **Benefits - Work at UCD**

Selection Criteria

UCD has a Job Families Framework and this role is part of the **'Academic and Programme Operations and Management Job Family and aligns with Career Level 1'.** Further details on the functional and core competencies outlined in the Job Families Framework are available at https://www.ucd.ie/hr/promotionsgrading/jobfamilies/

Mandatory:

Experience and Qualifications

- 1-2 years' professional or customer services experience working in either a large organisation or a third level institution and/or a third level degree.

Functional Competencies

- **Business Analysis (Proficiency Level 1):** Good ability to translate user requirements into solutions, documenting processes, writing reports and creating a continuous improvement culture.
- **Data Management (Proficiency Level 1):** Developing knowledge of best practice data management and data governance practices.
- **Operational Resilience (Proficiency Level 1):** Maintains stamina and performance in everyday tasks and acting effectively under pressure. Displays determination, self-discipline and commitment in the face of a changing environment or setbacks. It includes bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance.
- **Support, Guidance and Advice (Proficiency Level 1):** Good ability to provide Provides support, guidance and advice to students, faculty and staff. Covers the welfare and well-being of students and staff within the institution as well as operational support and advice, in both informal and formal situations. This may include the need to be aware of the support services available; giving supportive advice and guidance; and counselling others on specific issues.
- **Technical Acumen (Proficiency Level 1):** Emerging ability to apply and improve technical knowledge, skills, and judgment to accomplish a result or to accomplish tasks effectively.

Core Competencies

- **Planning & Organisation (Proficiency Level 1)**: Good ability to plan and organise own work effectively and to set clear priorities and ensure deadlines are met.
- **Communicating Effectively (Proficiency Level 1):** Good communication skills demonstrated through engaging in written and oral communication that is clear, unambiguous, transparent, and consistent with UCD's Values.
- **Taking Initiative (Proficiency Level 1):** Developing ability to take initiative through acting early to address and resolve problems and find solutions.
- **Service Focus & Innovation (Proficiency Level 1):** Emerging ability to understand and anticipate customer needs. Acts to provide high-quality products and services to meet expectations of all internal and external stakeholders.
- **Managing Change (Proficiency Level 1):** Good ability to take a positive approach to tackling work and embrace change and to invite feedback relating to performance and deal constructively with it.
- **Building Relationships (Proficiency Level 1):** Builds effective working relationships within own area and more broadly.
- **Organisational Awareness (Proficiency Level 1):** Demonstrates an understanding of UCD in its entirety, including governance structures and regulations. Demonstrates an understanding of the Higher Education Landscape in which UCD operates.

Desirable:

- Familiarity with a university or equivalent working environment.
- Experience in maintaining financial records.

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
Office of Vice President for Global Engagement:	https://www.ucd.ie/globalengagement/
UCD Global:	http://www.ucd.ie/ucdglobal/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/
Moving to Ireland Guidelines	https://www.ucd.ie/workatucd/locationculture/movingtoireland/

Informal Enquiries ONLY to:

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