**Template for Advertising Research Support Posts**

***Instructions:*** *This template should be used for advertising research funded posts and completed by the Principal Investigator.*

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| **College**  |  |
| **School/Research Institute/Centre/Unit**  |  |
| **Post Title**  | **Research Assistant-Admin** |
| **Project** |  |
| **Post Duration** |  |
| **Name of Principal Investigator /Reports to** |  |
| **HR Administrator** | *Please email advertisement to Laura McSweeney / Niamh Buckley in HR, email* *l.mcsweeney@ucc.ie;**Niamh.buckley@ucc.ie* |
| **HR Competition No.** | *To be completed by HR* |

## Information on the Unit

**Please insert a background or summary on the hiring unit**

***Position Summary***

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| **PI can insert an opening paragraph or introductory text on the Department or Research Centre or on the research position. The PI can include other duties and responsibilities which are specific to the post.** |
|  **Salary: €xxxx - €xxxx**  |

**Role Summary**

This title will apply to a person employed for the purpose of supporting the administrative and organisational functions of the research project/area. A Research Assistant Admin will work under the direction of a Principal Investigator or his/her nominee within a research area or supporting one or more research projects, programmes, centre or institute.

**Key Duties and Responsibilities**

* To provide an efficient secretarial/administrative support service to the research project(s) and Principal Investigator or his/her nominee.
* Development of sustainable administrative and IT frameworks/structures.
* To arrange meetings, manage agendas and to take minutes.
* To support the research activities of the Principal Investigator or his/her nominee.
* To liaise with related departments and project leaders within the research area to help co-ordinate their research activities.
* To facilitate dissemination of information required.
* Implementation and co-ordination of actions on policy decisions in the research area.
* Implementation of a tracking mechanism to ensure all relevant queries and issues are addressed efficiently.
* To assist in the development of promotional material including website, brochure material, reports etc.
* To organise events as required e.g. annual meetings, research conferences, workshops etc.
* To liaise with the Principal Investigator and colleagues on matters relating to the research project.
* To develop internal contacts and to develop a knowledge and understanding of the research project and research related work.
* To co-ordinate own day-to-day work to support the research project,
* To undertake duties assigned by the Principal Investigator or his/her nominee in support of the research area.

***Additional duties and responsibilities will be reviewed by HR. Should you wish to include additional duties and responsibilities relevant to the role please include below:***

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the area of research.*

**Criteria**

* Secretarial or other relevant qualification.
* Proven administrative ability.
* Practical experience of providing administrative support to research projects or in a research area.
* Proven ability to work independently and as part of a team.
* Ability to relate to staff in a collegial manner.
* Excellent organisational, interpersonal, report writing and IT skills.
* Excellent communication, both written and spoken.
* Ability to work on own initiative.
* Strong IT and organisational skills.
* Please note that Garda vetting and international police clearance check may form part of the selection process.

***Additional criteria will be reviewed by HR. Should you wish to include additional criteria relevant to the role please include below:***

For an information package including full details of the post, selection criteria and application process see <https://ore.ucc.ie/>.

Informal enquiries can be made in confidence to <NAME>, <TITLE>, <DEPARTMENT/CENTRE>, Tel: + 353 (0) 21 XXXXXXXXX; Email: XXXXX@ucc.ie

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| Applications must be submitted online via the University College Cork vacancy portal (<https://ore.ucc.ie/>). Queries relating to the online application process should be referred to recruitment@ucc.ie, quoting the job-title.  |
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| Candidates should apply, in confidence, **before 12 noon (Irish Local Time) on Thursday, <DATE>.** |