



Gilligan Black Recruitment Ltd



#JOB-2443466



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



35000.00-40000.00 Euro Annually



17/04/2026



15/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : karen.mcgregor@gilliganblack.ie



Open your camera app & point here to view this ad online



## PA to the Dean

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

PA to the Dean (10 month FTC)

Dublin City Centre

€35K to €40K DOE

An excellent opportunity has arisen for a polished, PA to support a senior academic leader within a prestigious educational institution in Dublin City Centre. This is a varied and hands-on role requiring discretion, strong judgement, and the confidence to engage with a wide range of stakeholders, including senior academics, external tutors, professionals, and students.

The role involves providing comprehensive PA and administrative support to the Dean, including diary management, correspondence handling, and organising meetings and committees with responsibility for preparing agendas, papers, reports, and meeting notes. You will support the preparation of academic documentation such as references, appeals, accreditation materials, and committee submissions, liaise with external tutors, lecturers, and guest speakers, and verify payment submissions. The position also includes coordinating inductions and welcome programmes, supporting student activities and academic calendars.

It is expected you have a minimum 3 years' experience in a similar PA or senior administrative role. Strong MS Office skills and excellent attention to detail. Experience in an educational or academic environment will be an advantage.

- **Sector:** education

### Career Level

- Experienced [Non-Managerial]