



FULBRIGHT COMMISSION IN IRELAND

Job Vacancy: Administrative Officer fulltime (5 days per week) for a twenty-four-month contract period from mid-May 2022

Fulltime Administrative Officer

24-month contract

The Fulbright Commission in Ireland (www.fulbright.ie) is seeking to appoint a fulltime (5 days per week) Administrative Officer for a 24-month contract period from mid-May 2022.

Background

The Fulbright Commission in Ireland is a bilateral partnership supported by the U.S. Department of State and the Irish Government's Department of Foreign Affairs, as well as the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media,. Its funding is derived from Irish and U.S. governments, higher education institutions, public agencies, organizations, and donations.

The Fulbright Commission in Ireland annually awards grants for Irish citizens to study, research, or teach in the U.S. and for Americans to do the same in Ireland. The primary grant program that the Commission manages is Fulbright Program, whose purpose, since 1946, is to increase mutual respect and understanding between people of the United States and people of other countries through educational and cultural exchange.

The Position

Reporting directly to the Executive Director, the successful candidate **must**:

- Have a minimum of four years' experience in an AO or equivalent role
- Have excellent communication (written and spoken), administration, and interpersonal skills
- Have excellent IT skills with strong Microsoft Office skills
- Have some bookkeeping / finance experience
- Enjoy working in a fast-paced, creative environment, collaborating in a small team, and effectively responding to tasks and requests
- Empathise with Fulbright's purpose
- Be legally eligible to work in the Republic of Ireland

The following are **desirable**:

- In-depth experience with CRM systems
- Experience of office management
- Knowledge of the Irish and U.S. higher education systems

Principal Duties and Responsibilities

The following duties and responsibilities are indicative, but not exhaustive. They may change over time to reflect the Commission's changing context, priorities, and activities.

Administration:

- Assist with administrative duties of the Executive Director
- Manage payments for approval by the Executive Director
- Provide administrative support for award programs as needed
- Administer CRM system
- Provide administrative support for orientation and cultural programs / events for awardees as needed
- Provide support for awards and communications programs at peak activity times
- Other duties as assigned by the Executive Director

Board Meetings / Events:

- Provision of administrative support for Fulbright Commission Board meetings and events (e.g. Board papers, catering arrangements).

General Administration:

- Assisting with file and diary management, office administration, telephone reception, and post.
- Monitoring and ordering office supplies

Remuneration and Benefits

Contract Tenure: A twenty-four-month contract with effect from mid-May 2022 is being offered initially. A six-month probation period will apply. Contract is likely to be renewed after initial 24-month period

Salary: From €38,000 per annum gross

Pension: The Commission operates a contributory pension scheme.

Other benefits: The Commission operates a death-in-service scheme.

Leave: 22 days (including two U.S. celebration days)

Location: Commission employees work from the main office on Merrion Square and can agree to work, in part, from a home office.

Application

Interested applicants should submit **by email by 5 PM on April 22nd, 2022**

- A short cover letter outlining motivation for applying and relevant experience
- A detailed curriculum vitae
- The names / contact details of two referees.

Applications should be addressed to: recruit@fulbright.ie **Please start subject line with AO:**