

## **Irish Second-Level Students' Union: Clerical Officer (Part Time)** **(<https://www.activelink.ie/node/116410>)**



**The Irish Second-Level Students' Union (ISSU) is currently recruiting for a part-time Clerical Officer to join our team.**

### **Overview:**

The primary aim of the ISSU Clerical Officer is to support the secretarial functions of the ISSU. This role involves clerical and administrative duties to support the development of the ISSU both nationally and regionally.

### **Working Hours:**

The position is part – time, 20.0 hours per week. Occasional out-of-office hours may be required.

### **Salary:**

€28,080 per annum on a pro rata basis (approximately €14,976 part-time)

### **Application Deadline:**

17:00 on Friday, July 11th 2025.

### **Application:**

Must be completed via Jotform - <https://form.jotform.com/251671981275364> (<https://form.jotform.com/251671981275364>)

### **Interviews:**

Shortlisted candidates can expect to interview via a short phone call.

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## **Job Description**

### **Duties and responsibilities of the Clerical Officer:**

The main purpose of the role of the Clerical officer is as follows:

- To carry out administrative and clerical tasks.
- To support the Board of Directors, Executive Director, National and Regional Voice Development Officers with the execution of their duties.
- To provide logistical support and operational support in the organising of ISSU events.
- To maintain and update the ISSU membership database.
- To compile relevant data and evaluations for reports.

- To liaise with stakeholders to ensure the efficient scheduling of ISSU events.
- To approach work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work.
- To respond to emails, calls and letters in a timely manner.
- To ensure financial records / expenses are kept up to date on Quickbooks and Jotform.
- Any other duties deemed appropriate.
- A high level of integrity, accountability, confidentiality, responsibility, flexibility, and constructive engagement is required in carrying out these duties.

## **Clerical Officer Requirements:**

- Communication
- Good listening skills
- Ability to write and speak effectively in English
- Ability to establish rapport with people from a variety of backgrounds

## **Administration**

- Demonstrated attention to detail
- Ability to prioritise and manage your time effectively
- Adaptable to changing priorities and ability to thrive in a fast-paced environment
- Proficiency and experience working with word processing, spreadsheet, and database software, ideally in professional setting
- Capable of learning and adapting to new technologies and software

## **Motivation**

- Demonstrated ability and initiative to work independently and as a self-starter
- Enthusiasm for and commitment to ISSU's values and objectives, including youth participation and diversity and equality

## **Knowledge and Personal Characteristics**

- Some knowledge and experience of the Irish education system
- You are honest, diligent, and adaptable
- Proactively supporting your colleagues and work well in a team

## **Preferred Experience and Skills**

- Presentation, communication and group facilitation skills
- Experience using Google Workspace, Jotform, and Quickbooks
- Knowledge of voluntary/non-profit/youth work sector
- Knowledge of the political system and current affairs relevant to education and youth matters
- Ability to communicate in Irish

## **Additional Information**

Hours are based on a 20.00 hour week. This post may involve time off in lieu of working evenings/at weekends. Employment is subject to compliance with all Garda vetting and child protection requirements and policies. The Irish Second-Level Students' Union is an equal opportunities employer.

### **Region**

Dublin

### **Date Entered/Updated**

25th Jun, 2025

### **Expiry Date**

11th Jul, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/116410-irish-second-level-students-union-clerical-officer-part-time>