National Institute for Digital Learning
Open Education
Finance and Marketing Secretary
Grade II
Two Year Fixed Term Contract

Background
DCU is known for its excellence in online education and over the next three years plans to considerably expand its delivery of online programmes through our DCU Connected platform. The University has over 30 years of experience of providing online distance education and continued investment and development in new design and delivery models under the strategic leadership of the National Institute for Digital Learning (NIDL) remains core to its institutional mission. The OEU currently plays an important role internally in promoting, managing, and evaluating the quality of online programmes. In the future, however, the OEU is expected to work more closely in partnership with Faculties to support the development of a wider suite of DCU Connected course offerings. It will also continue to provide expert advice and leadership in the design of 11-SEP-2017 worldclass online learning experiences.

While there have been significant changes in the way Open Education students are taught (for example, much greater use of online tutoring) the administration of Open Education courses also have undergone, and continues to undergo, a transformation. This move to online administration requires significantly different competencies from admin staff than in the past, particularly high levels of IT skills are required.

Job Description

The Finance and Marketing Secretary in Open Education has a number of duties and responsibilities in the areas of finance and general administration and in support of Open Education events, marketing and promotion initiatives. The Marketing and Finance Secretary reports to the Head of Open Education or his/her nominee with a dotted line relationship to the Director of the NIDL.

Duties & Responsibilities

The Finance and Marketing Secretary will have the following duties in finance and general administration:

- Agresso - The raising, processing and finalising any Purchase Orders, Cheque Requisitions, One off payments, Tutor expenses.
- Financial assistance to Marketing and Finance Administrator, including collating of tutor payslips report and their DCU payslip and posting of same.
- The maintenance of flexi/core/annual leave/Yellow Record sheets records for HR.
- Room bookings of meeting rooms and assisting in calendaring activities for the unit
- Event Planning, room booking of campus based rooms and catering
- Using event and communication management tools e.g. Eventbrite.
- Track assets for the unit under the advice of the Finance office
- Ordering Stationary for staff including photocopying paper, ink cartilages, general supplies.
- Liaising with contractors regarding maintenance of inhouse equipment such as photocopier.
- Building requests ordering such as recycling bins/confidential bins etc.
- Recording Secretary of the Open Education Teaching and Learning Committee Meeting.
- Collection of registered post from estates
- Provide support to Open Education working groups as requested
- Act as Open Education Safety Officer and be the Open Education representative on the Health and Safety Working Group
- Assist in travel arrangement and booking

In addition, the Finance and Marketing Secretary will work closely with the Marketing and Finance Administrator to ensure the optimum marketing/promotions of programmes under the DCU Connected brand. This will include:

- Ensuring that all callers to the main Open Education/DCU Connected telephone number are responded to.
- Ensuring that the two main DCU Connected and Open Education email addresses are monitored and responded to as appropriate
- Creating reports summarizing phone and email enquires
- Update the DCU Connected website (as far as possible) as instructed by the Head of Open Education or the Marketing and Finance Administrator
- Assist in production of the DCU Connected Prospectus
- Attend Open Evenings, Welcome Days, company visits and other promotional activities.

The Finance and Marketing Secretary to assist on Programme Teams when there is a need for additional assistance in a particular Programme Team. This will involve:

- Assisting admin tasks during busy periods or where staff cover is required on activities relating to
  - Student registration, examinations and student support.
  - Assisting in administration relating to course setup and provision
The duties and responsibilities of the Finance and Marketing Secretary will include additional areas allocated by the line manager from time to time. As with all posts in DCU, confidentiality and discretion are expected in this post.

**Experience, Skills and Qualifications**

Candidates must hold a leaving certificate or equivalent, a recognized secretarial course or equivalent and three years relevant experience, ideally in a third level environment. Alternatively, candidates must hold five years relevant experience ideally in a third level environment and a recognised secretarial qualification or equivalent without a Leaving Certificate.

Candidates should have strong organisational skills together with good communication and interpersonal skills, the ability to work under pressure and to tight deadlines. Good administrative and computing skills are essential. Customer service experience is desirable. Financial administration experience would be an advantage.

**Salary Scale:** Secretary Grade II: €26,210 - €32,882

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Secretary Grade III salary scale in line with current Government pay policy.

**Closing Date:** Wednesday 29th November 2017

**Informal Enquiries:**

Dr. Eamon Costello, Head of the Open Education Unit, Eamon.costello@dcu.ie or (01) 700 8793.

Please do not send applications to this email address, instead apply as described below.

**Application Procedure**

Application forms are available from the DCU Current Vacancies (open Competitions) website at [http://www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #706 Secretary Grade II, Open Education

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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