



**Dublin City University**  
**Office of the Vice-President Academic Affairs (Registrar)**  
**Administrator - Academic Secretariat (Administrator I)**  
**Permanent Contract**

**General Information**

Dublin City University is a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in education and research has led to DCU's consistent ranking among the world's leading young universities. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus).

**Academic Secretariat**

The Vice President Academic Affairs (Registrar) is the Chief Academic Officer of the University and is responsible to the President for the management of the academic business of the University. Working with senior colleagues, the VPAA (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies. The VPAA (Registrar) is supported in discharging her remit specifically with respect to matters of Academic Governance by the Academic Secretariat.

**Overview of the Role**

Reporting to the Academic Secretary or her nominee, and working as part of a team, the post holder will be responsible for the provision of high-level administrative support to a number of University Committees, the co-ordination of University approval process for programmes of study, the systematic implementation and on-going review of policies and procedures that lie with the Secretariat's remit and the carrying out of research and project related activities, as required.

**Duties and responsibilities**

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Shared responsibility for the co-ordination of the business of Academic Council and of its three main subcommittees: Education Committee, University Standards Committee and Graduate Research

Studies Board. Duties in this respect include the preparation of agendas in consultation with relevant chairpersons, co-ordinating committee papers, drafting minutes and other documentation, and carrying out all relevant follow up from meetings.

- Shared responsibility for the co-ordination of the approval process, at University level, with respect to new programmes of study and adaptations of existing programmes, including those involving collaborative provision. This includes working with programme proposers and other representatives of Faculties on the submission of proposals for validation, accreditation and Education Committee approval. It also involves writing validation and accreditation reports for Academic Council and carrying out all relevant follow up from the approval process and related meetings.
- Participation in and/or leadership of working groups and/or project teams.
- Proactively supporting and co-ordinating the production, systematic dissemination, implementation and review of university policies and standard operating procedures associated with Academic Council and its subcommittees, as well as the University programme approval and collaborative provision processes.
- In conjunction with relevant colleagues within and outside the Secretariat, devising and monitoring implementation of quality assurance mechanisms to ensure the accuracy, completeness and integrity of administrative processes and related data that come within the unit's remit
- Undertaking research, producing draft reports and/or proposals that will inform decision making, both in the context of the work of University committees and in the context of the wider remit of the Academic Secretariat.
- Maintaining a high level of awareness of and familiarity with sectoral developments, nationally and internationally, relating to academic governance and academic quality assurance.
- Undertaking such other duties as may be assigned from time to time by the Academic Secretary.

### **Qualifications, experience and skills required**

Applicants must hold a minimum of a primary degree or equivalent and have a minimum of 5 years' relevant experience in higher education administration, preferably including the provision of support to academic or related decision-making bodies. In addition, applicants should possess:

- excellent oral and written communication skills
- excellent administrative and organisational skills, including a proven ability to meet deadlines and to produce high quality documentation to deadline
- a significant understanding of academic governance and academic policy-making

- a demonstrable commitment to the continuous improvement of process, procedures and, where relevant, related business solutions
- the ability to work flexibly and collaboratively
- the ability to deal confidently with academic and administrative staff at all levels in the University, to understand a wide range of different perspectives and to maintain confidentiality.

**Salary scale:** \*€51,477 - €73,097 (Administrator I)

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Administrator I salary scale in line with current Government pay policy.*

**Closing Date:** 8<sup>th</sup> June 2018

**Informal enquires:** Informal enquiries should be directed to Pauline Mooney, Academic Secretary, DCU: [pauline.mooney@dcu.ie](mailto:pauline.mooney@dcu.ie).

*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 <https://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Reference #897 Administrator - Academic Secretariat (Administrator I)**

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

***Dublin City University is an equal opportunities employer***