



DUBLIN CITY UNIVERSITY

REGISTRY STUDENT ADMISSIONS AND ENROLMENT MANAGER (ADMINISTRATOR II) - REGISTRY PERMANENT

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic 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 its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50). DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses; DCU Glasnevin Campus, DCU St Patrick's campus and DCU All Hallows campus.

DCU Registry

The Registry is a dynamic unit with responsibility for the management and delivery of student and academic administration services to the University community which include admissions, registration, records, examinations and graduation. The University's room booking function also forms part of Registry services. Registry operates two Information Services Areas for students; one at the Glasnevin campus and one at the St Patrick's campus. It is structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisational structure of the Registry, including its responsibilities, can be found at <http://www.dcu.ie/registry/index.shtml>

DCU Registry Student Admissions and Enrolment Manager

Registry is seeking to recruit a Student Admissions & Enrolment Manager. This is a senior role within the Registry and the post-holder will be primarily responsible for the management of all activities associated with undergraduate and postgraduate admissions, student registration and the management and development of the Student Admissions and Enrolment team. The post-holder will be a member of the Registry management team. The Student Admissions and Enrolment Manager will be located on the DCU

Glasnevin campus but may be required to move between any of the DCU campuses at different times during the academic year.

Qualifications and Experience

Candidates must have an honours bachelor degree or equivalent and have a minimum of five years relevant experience.

The successful candidate must have:

- Experience working in a higher education setting.
- A proven ability to manage a diverse team of different grades.
- A background working in administration management roles.
- Experience managing multiple administrative processes.
- Ability to exercise judgement and make decisions on a wide range of matters.
- Clear evidence of self-motivation with an ability to work in a demanding deadline driven environment.
- Effective written, presentation, negotiation and team-building skills.
- A demonstrable commitment to the continuous improvement of processes and procedures.

Candidates should be capable of motivating a large team and have an appreciation of matters relating to change management. Candidates should also demonstrate knowledge of challenges in the higher education sector.

Direct experience working in any of the following areas will be an advantage: CAO processes, student admissions and/or student registration.

Key duties and responsibilities for this management role include, but are not confined to the following:

- Management level responsibility for all elements of the admissions process for undergraduate and postgraduate students.
- Working closely with the Central Applications Office (CAO), as the DCU admissions representative, in managing the annual intake of undergraduate students. Ensuring accurate programme and application information is provided to the CAO in a timely manner.
- Liaising with the Postgraduate Application Centre (PAC) on all operational and process matters relating to postgraduate applications.
- Managing the assessment of applications from various entry routes e.g. advanced entry, EU applications, transfer students, etc.

- Overall responsibility for the effective organisation and management of the annual registration of all students. Providing direction to the team on the delivery of all registration related activities e.g. provision of information to students on how to register, student ID card production and distribution, organisation and availability of registration support services to students during the registration period, etc.
- Managing the Student Admissions and Enrolment team; providing support and guidance to the team, defining standards of service and ensuring that team members acquire the knowledge and training to provide an excellent administration service to all stakeholders.
- Oversight of Student Vetting process and escalation of relevant matters as required.
- Representing the University at meetings, as appropriate and providing presentations to second level guidance counsellors and other relevant external audiences on admissions policies and procedures.
- Working closely with faculties to ensure that all programme academic structure information is accurately maintained and updated to enable programme and module registrations.
- Contributing to developments of admission related policies and regulations in consultation with the Director of Registry and the Vice President Academic Affairs/Registrar.
- Working as part of the Registry management team to maintain a focus on continuous process improvements which will enhance the experience for all users of Registry services. Providing support and preparing team members to transition to any organisational and/or departmental changes.
- Actively contributing to formulating and implementing operational and strategic plans for the Registry.
- Representing the Registry on various internal Working Groups and Committees and where appropriate Chairing Working Groups.
- Participating in and contributing to the development and implementation of relevant University wide initiatives and strategic priorities as appropriate.
- Ensuring effective communication and liaisons on various admissions and registration related matters with internal stakeholders in faculties and other units.
- Deputising for the Director of Registry as required.
- Undertaking any other duties or assume other responsibilities in line with the level of the post, as assigned by the Director of Registry.

Duties and responsibilities can change over time and other duties may be assigned by the Director of Registry or his/her nominee. This post is expected to evolve in light of on-going developments within Registry and the wider University.

The nature of the duties of the post may necessitate travel nationally on limited occasions during the year.

The post-holder will report to the Director of Registry or her/his nominee.

Remuneration

Salary Scale: €55,884 - €88,950 *

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

Closing Date: 18/09/2018

Application Procedure

To apply for this role, applications should include a CV and covering letter and be submitted with the application form to the Human Resources Department as outlined below.

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www4.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 Ref #982 Student Admissions and Enrolment Manager

Applications should be submitted by email to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, Dublin 9.

All applications must arrive on or before the closing date.

DCU is an Equal Opportunities Employer