

The DCU Incorporation



Education Administration Officer

Fixed Term Contract – Up to 12 months

Background:

The DCU Incorporation Programme is the planned coming together of St Patrick's College, Drumcondra (SPD), Mater Dei Institute of Education (MDI) and Church of Ireland College of Education (CICE) with Dublin City University.

Following incorporation, DCU will have a fifth faculty, the Institute of Education. The Institute will be of international significance and will herald a new era for education in Ireland by creating the largest critical mass of education expertise on this island. Programmes will cross the full education continuum from early childhood through primary and secondary to third and fourth level.

The Education Workstream of the Incorporation Programme is working to bring together all education staff and students into the new DCU Institute of Education. This entails the development of future structures, strategy and programmes.

[More information about the DCU Incorporation Programme can be found on www.dcuincorporation.ie]

Interim Phase 2015/2016

An important step in this process will occur in September 2015. All first year students - undergraduate and postgraduate research - who would previously have enrolled in SPD and MDI will register with DCU. In addition, it is anticipated that Year 1 students on the Bachelor of Religious Education (BRelEd) and English or History or Music programme will be primarily located on St Patrick's campus. During this phase, staff who delivers to these Year 1 students will remain as employees of their respective institutions. It will be necessary to deliver support from St Patrick's campus to MDI staff and students of the BRelEd programme.

Summary of the role

The successful candidate will act as Co-ordinator between staff on both campuses in relation to routine administrative issues. This will entail establishing close working relationships across administrative teams in SPD and MDI.

The successful candidate will be responsible for the provision of high quality administrative support to staff and students of the BRelEd programme. In addition, he/she will also assist in on-going Incorporation-related activities.

This role is key to ensuring that BRelEd staff and students continue to experience a high-quality and coherent service. The successful candidate will demonstrate the ability to establish and maintain successful relationships across a range of stakeholders.

While the successful candidate will be based on St Patrick's campus, it is expected that he/she will frequently attend meetings on the MDI and DCU campuses. This role will be reporting to the Administrative Registrar (MDI).

Key duties & responsibilities will include:

- Student Information: first point of contact for BRelEd students on the St Patrick's campus for both placement and programme queries
- Staff Support: first point of contact for MDI staff on the St Patrick's campus; orienting, inducting and on-going support for MDI staff
- MDI/SPD liaison: point of interface between relevant administrative teams regarding student and staff requirements
- Progress reporting: proactively monitor service delivery and escalate issues as appropriate through line management channels
- Academic programme administration: to include examinations, exam paper preparation, timetabling, assignment submissions, attendance records
- Placement administration (including use of METIS),
- Microteaching coordination: managing equipment, scheduling sessions, liaising with and organising participants
- Use of a range of IT systems including METIS, ITS, Akari and Loop
- Engaging in incorporation-related activity such as workshops, events and meetings
- Assisting with the alignment of practices, processes and documentation across the participating institutions
- Attending relevant programme board meetings
- Preparing for and participating in events such as Open Day and Student Orientation
- Other routine administrative tasks such as records management, room bookings, minute taking

Qualification, experience and skills required

Candidates shall have a primary degree or equivalent. The successful candidate will have experience working in the Higher Education Sector, excellent administration skills, proven commitment to quality

service delivery and some experience of programme administration is required. Excellent IT skills' including experience of student databases is also required.

The competencies required for this post are:

1. Communication & Personal Effectiveness

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

2. Team working

This is defined as the ability to work together in a supportive manner to share tasks and information with other colleagues. It means having the ability to show respect for the contribution of others and to respond positively with the team to any change(s) that are experienced.

3. Problem solving and Decision Making

This is defined as being capable of analysing and interpreting information to identify key issues when solving problems, and knowing when to consult with others to inform decision making.

4. Knowledge of Processes and IT

This is defined as having a willingness to engage with both processes and technology

5. Building & Maintaining Relationships

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout the Incorporation

Salary Scale: - *€33,625 - €50,750 per annum

*Appointment will be commensurate with qualifications and experience.

Closing Date: Friday 25th September 2015

Application Procedure

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <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.

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

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref # Ref 184: Education Administrative Officer**

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