

**Research Administrative Officer (Grade V)
Graduate Studies Office**

(18 month contract)

Overview

Led by the Dean of Graduate Studies, the Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission at DCU. The University hosts over 750 research students and over 1,700 taught postgraduate students. Our external engagements with enterprise and wider academia through the 3U partnership, the IUA, and European partnerships are all manifest through activities at graduate level. Our research profile is significantly contributed to by the work of research students, and our national and international standing is influenced by the perception of our taught postgraduate offerings and experience. Internationalisation of DCU is most advanced at graduate level; this is seen through recruitment of graduate students, pan-European graduate training programmes, shared delivery of masters level programmes across countries, and international scholarship programmes. The responsibilities of the Graduate Studies Office include representing graduate student interests in decision-making internally and on appropriate external bodies, developing the University's policies in relation to best practice in research awards and in research supervision, working with Schools and Faculties on the University's portfolio of taught masters programmes, coordinating processes and supports relevant to graduate students, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education, administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

Function

The Research Administrative Officer will be responsible for providing a highly professional, proactive and comprehensive graduate support function for the DCU graduate research community, as part of the Graduate Studies Office (GSO) team.

Duties and Responsibilities

Reporting to the Dean of Graduate Studies the Research Administrative Officer will support a range of activities of the research Graduate School that include, but are not limited to, the following:

Supporting Structured Doctoral Training

- Manage the annual programme for postgraduate research orientation
- Initiate graduate researcher focussed events and institutional visits, and support the logistics and planning of campus workshops, seminars and events for students and staff
- Liaise with co-ordinators of centrally supported GTEs on scheduling, promotion etc.
- Maintain oversight of the University's programme for postgraduate training, engaging with a wide range of internal units to ensure effective close liaison and a co-ordinated approach in module provision, and streamlined processes at the interface between units. Drive developments to continually improve design and provision.

Supporting International and Inter-sectoral Doctoral experience

- Manage the ongoing implementation of research student mobility processes internally, and in association with DCU's partners and collaborators across the national and EU HE sector
- Project-manage and implement strategic initiatives for research student placements in close collaboration with key internal and external enterprise and academic stakeholders.
- Drawing up /reviewing collaborative agreements

Support Operational and Academic Excellence

- Support the development and / or revision of quality systems including policies, standard operating procedures, and processes relating to the University's postgraduate provision in line with its strategic priorities
- Stay abreast of international and national developments in doctoral education and mobility, current postgraduate provision and the priorities and needs of the DCU postgraduate community with a view to implementing international best practice within the University

Income Generation for Research Studentships

- Support DCU staff with policy and training aspects of graduate programme funding proposals and, where relevant, contribute to the development of associated agreements.
- Maintain and develop the institutional database of PhD opportunities, liaising with sectoral initiatives in this regard

Communications

- Manage GSO internal and external communications including the GSO website and social media outputs, and contribute to specific productions such as the PG prospectus and international promotional material
- Develop and maintain the DCU Graduate Research e-handbook
- Manage the promotion of opportunities for postgraduate students including bursaries, scholarships, and fellowships for research and taught programmes

Monitoring and Reporting

- Co-ordinate the bi-annual Exit Survey of postgraduate graduands, and the GSO Annual Report
- Provide strategic support to the Dean of Graduate Studies, and plan for internal, HEA and QQI reporting requirements, draft other information as required by the Dean or DCU senior management

Engagement

- Represent the GSO on DCU's Graduate Studies Board and other internal working groups and committees, and represent DCU on external boards and committees such as the Irish Universities' Association

Experience and Skills Required

Applicants must hold a minimum of a primary degree, and preferably a postgraduate research degree, in addition to at least three years relevant experience in postgraduate education and/or research administration. The ability to work on one's own initiative and manage a broad remit is essential, in addition the following skills and experience would be advantageous:

- Experience of managing operations and projects
- Excellent administrative, organisational, written and verbal communication skills
- The ability to meet deadlines, prioritise and multi-task

Salary scale: **€45,452 - €54,974**
 €40,906 - €49,477*

*applies to new entrants to the public sector after 01 January 2011.

Appointment will be commensurate with qualifications and experience.

Closing Date: **20th June 2014**

Interviews will be held on Friday 4th July 2014.

Informal Enquiries

Dr Lisa Looney, Dean of Graduate Studies at lisa.looney@dcu.ie or Tel.+353 (0)1 700 5403

Full details of salary upon promotion for internal staff can be viewed at:
<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Application forms are available at:

http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500
Email: hr.applications@dcu.ie

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