

DCU Business School Administrative Officer - Research (18 month temporary contract)



An innovative and dynamic Business School, DCUBS offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Our teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

Relationships

The Administrative Officer will report to the Executive Dean of the Faculty (or nominee), will liaise closely with the Associate Dean for Research, Director of Doctoral Studies, academic supervisors and with colleagues in the Registry, Office of the VP for Research and Innovation, the Graduate Studies Office and other central University units on a regular basis. S/he will be part of the administrative staff of the Faculty reporting to the Faculty Administration Manager.

Job description

The following is a broad but not exhaustive list of the principal duties of the post:

Research Administration

Provision of administrative support in DCUBS, including to Associate Dean for Research, Director of Doctoral Studies, relevant research groups and supervisors, including:

- Co-ordination of the GTE Modules from planning, registration and examination through to viva and award
- Acting as the Secretary and providing full administrative support and follow-up for Faculty Research Committee meetings and associated sub-groups
- Finance related administration including preparation of costings, projections and reports, and monitoring and reconciliation of research expenditure against budget
- Management of research student progression, reviews and viva voce examinations, including the bi-annual review process for research students
- Administrative support for faculty research funding proposals
- Support for and participation in Faculty promotional activities and production of ad-hoc reports where required
- Preparation and compilation of reports on the research output of the Faculty
- Administration of all research scholar monthly stipend payments
- Representation of the Faculty at University working groups and committees.

Publicising and Promoting Research

The Administrative Assistant, in liaison with the Associate Dean for Research and Director of Doctoral Studies will have responsibility for the following activities which are aimed at attracting research students to DCU Business School;

- Preparation of promotional materials and drafting of advertisements,
- Updating and improving research web pages
- Acting as point of contact for all research queries, including managing research student recruitment process
- Liaising with research students regarding all non-academic issues, which include accommodation, equipment and finance
- Providing support and training to members of Faculty in order for them to maintain up to date RSS records.

General Administration

In addition to the above, the duties and responsibilities attaching to the post will include the following:

- Implementation of Faculty Office development initiatives and change projects including development of Standard Operating Procedures as required
- Preparation and analysis of statistical and other information as required for planning or reporting purposes by the Faculty or central University units
- Co-ordination and supervision of secretarial staff where necessary for the successful completion of tasks
- Support and provision of information for the admission and registration process including liaison with Supervisors, Registry and Student Affairs
- Maintenance of Faculty records and data as required by University policies
- Dealing with a wide range of programme related queries and regular liaison with other University administrative and academic units in the performance of duties
- Any other duties which may be assigned from time to time by the Dean (or nominee).

The competencies required for this post are:

1. 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 DCU.

2. Personal Effectiveness/Excellence

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 his/her workload.

3. Knowledge of the Organisation/Sector

Has the ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting on the educational sector. Is capable of representing his/her area within DCU and knows when to relay back relevant information.

4. Problem Solving and Decision Making

Has the ability to analyse and interpret information to identify key issues when solving problems and knows when to consult with others to inform decision making.

Experience and Qualifications:

Applicants must hold a primary degree and have a minimum of five years relevant experience. Experience working in third level administration is essential.

Experience and Skills:

- A strong background in administration.
- A proven ability to manage a team at various grades.
- Experience of managing operations and projects.
- Excellent administrative, organizational, written and verbal communication skills, including attention to detail.
- Experience of working with large databases.
- The ability to meet deadlines, prioritise and multi task.

Interviews planned to be held week commencing 25th August 2014

This is an 18 month contract.

Salary: €37,361 – €50,750

€33,625 - €45,675*

*applies to new entrants to the public sector after 01 January 2011.
Appointment will be commensurate with qualifications and experience.

Closing date: 15th August 2014

Application forms are available from: **Human Resources Department, Dublin City University, Dublin 9.** Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

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