



Incorporation Programme

Registry Senior Co-ordinator – Grade III

Fixed Term Contract until September 2016

Background

The Incorporation Project 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 DCU. An important step in this process will occur in September 2015, when all first year students (undergraduate and postgraduate research) who in the past would have enrolled in SPD and MDI will be registered as DCU students. In September 2016 all incoming and continuing students of MDI and SPD will become DCU registered students. The Registry is playing a key role in supporting this project.

Description of Registry

The Registry is responsible for the management and provision of services to the University community which include student admission, registration, student records, examinations and graduation. The University's room booking and lecture timetabling co-ordinating functions also form part of Registry services. Registry operates a Student Information Services Reception Area and dedicated telephone and email facilities. It is structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of the Registry. Full details on the organisational structure of Registry, including its responsibilities, can be found at <http://www.dcu.ie/registry/index.shtml>

Indicative Duties and Responsibilities

All incoming first year undergraduate and postgraduate research students will register as DCU students in September 2015. During this interim period, it is necessary to make provision for the co-ordination and delivery of Registry activities across both the Glasnevin and St Patrick's campuses. In addition preparations for the admission and registration of CICE students, first year taught postgraduate students and all incoming students from MDI and SPD as DCU students in September 2016 will soon commence.

The successful candidate will be responsible for the provision of high quality administrative support while assisting with the co-ordination and delivery of core Registry activities. It is expected that the successful candidate will be required to work across both campuses at certain times of the year. The information below provides an indication of the type of duties associated with the post. Indicative duties can change over time as the project progresses.

Indicative duties associated with the post include the following:

- Administration work to include using the University student administration system for inputting and retrieving student information.
- Provision of customer service support to enquirers to the Registry including answering queries from students, staff, parents of students and prospective students. These queries may be dealt with through face-to-face contact, telephone calls, email correspondence and letters.
- General administrative duties e.g. filing, drafting letters, taking minutes of meetings, making and receiving phone calls and room bookings.
- Assisting with the assessment of additional postgraduate applications through PAC.
- Assisting with the allocation of postgraduate offers to applicants through PAC.
- Liaising as appropriate with relevant colleagues in SPD and MDI regarding postgraduate student applications.
- Assisting with the processing of undergraduate direct application competitions.
- Assisting with the preparations for the Semester 1, 2 and resit examinations across the campuses.
- Providing administrative support to examination sessions across the campuses when examinations are taking place in January, May and August 2016.
- Assisting as required with the examination result process in February, June and August 2016.
- Contributing to the setting-up of academic structure information for additional postgraduate programmes on the student administration system (ITS).
- Providing assistance with drafting and publishing registration schedules for additional postgraduate programmes.
- Assisting with preparations for the registration event in September 2016, when close to 16,000 students will register as DCU students.
- Working as part of the registration student support team during the September registration event.
- Liaising with administrative and academic colleagues in faculties and colleagues in other units (e.g. Finance, ISS, Student Support and Development, International Office).
- Assisting as required with processing Garda Vetting forms and other related activities.
- Documenting and maintaining standard operating procedures and training manuals.
- Any other duties that may be assigned from time to time by the Director of Registry or her nominee.

Experience and Qualifications:

Applicants must hold a Leaving Certificate or equivalent, a recognised Secretarial Course and a minimum of five years relevant office experience.

The Successful Candidate should have:

- Excellent administration skills
- Strong communication skills – both verbal and written
- Excellent IT skills, including experience working with large student databases
- Good organisational skills
- The ability to multi-task
- Flexibility in approach to workload
- The ability to take responsibility for one's own workload
- Knowledge of admissions, registration and examinations is desirable

The competencies required for this post are below:

Personal effectiveness/ excellence: Continuously strives to achieve high standards in the completion of tasks and in our approach to working with people.

Knowledge of IT Systems & Excellent IT skills: Shows a willingness to engage with processes and technology

Building & Maintaining Relationships : Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation.

Team Working: Works well with colleagues in a supportive manner to share tasks and information. Shows respect for the contribution of others. Demonstrates a “can do” attitude and is flexible in their approach.

Salary Scale: €31,704 - €40,718

Closing Date: 14th July 2015

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

Job Ref #122: Registry Senior Coordinator – Grade III - Incorporation Programme.

Application forms are available at: <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: [+353 \(0\) 1 7005149](tel:+353017005149).

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