



Registry

Historical Student Records Project Officer Grade V (Half-time initially)

One – Year Fixed Term Contract

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>

Managing and maintaining the student academic record for current and past students is one of the functions of Registry. The responsibilities associated with this role will focus primarily on the student records of past students. Student records for DCU (formerly NIHE) date back to 1980. DCU student records are held electronically on the student administration system ITS. Paper and scanned records of all broadsheets, which are the formal record of examination board meetings, also date back to 1980. Both the electronic student record and the paper records of exam boards are held in perpetuity. Graduation records are also held electronically and in paper format since 1980. MDI hold student records from 1966. Electronic student records are stored on the student system ITS since 2002. SPD hold student exam records from 1906 with student registration books dating back to 1893. Electronic records are stored on an Access database system from 1996 onwards. Student records pre-dating 1996 are stored on paper and micro film. In addition SPD currently hold Carysfort student records from 1970 – 1988.

Indicative Duties and Responsibilities

Indicative duties associated with the post of Project Officer - Historical Student Records include:

- Conducting a full assessment of the number and type of student records currently held by CICE, MDI and SPD.
- Working with relevant colleagues across the institutions to obtain a full understanding of the existing format of the student records and how all records are stored and accessed.
- Conducting an assessment of how official documentation is currently provided to graduates e.g. transcripts of results and/or parchments.
- Obtaining information about the current practice of verifying graduate records to agencies, employers and other HEIs.
- Drafting a full report on the findings of the student record assessments.
- Preparing proposals on the future management and storage of historical student records in consultation with relevant colleagues in all four institutions, including drafting record retention policies, as appropriate.
- Drafting a project plan for the transfer of records from MDI, CICE and SPD. This may require the technical mapping of the transfer of data from one system to another.
- Liaising closely with colleagues in both Registry and ISS regarding associated information systems requirements.
- Co-ordinating the transfer of records from CICE, MDI and SPD in line with any approved proposals or policies on the transfer of records.
- Reviewing and documenting standard operating procedures to support the production of official documentation for graduates e.g. official transcripts of results and replacement parchments.
- Any other duties that may be assigned from time to time by the Director of Registry or her nominee.

The Successful Candidate should have:

- At least five years relevant experience
- Direct experience working with large databases and other IT systems
- Broad experience of working with system development teams
- Excellent administration skills
- Direct experience of working with high volume records and archiving processes
- Excellent written communication skills
- Experience of drafting documentation e.g. proposals and policies
- Project management experience

Salary Scale: €45,452 - €54,974 (pro rata)

Closing Date: 14th July 2015

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #121: Historical Student Records Project Officer**

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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