



Student Support & Development

***INTRA* Administrative Assistant**

(3 year Contract - GrIV)

Background

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress.

The INTRA Work Placement programme is a mandatory module for students undertaking undergraduate and postgraduate degree programmes across all faculties and is accredited and assessed. It is acknowledged as a gateway for enhancing the employability of DCU graduates and in establishing and maintaining strong partnerships with industry. It also has a major influence in attracting students to DCU. Further information on INTRA can be found at www.dcu.ie/intra.

Overview of the Role

The *INTRA* Administrative Assistant will be assigned to the INTRA Unit and will report to the Head of the *INTRA* Unit and ultimately the Director of Student Support & Development for the administration and implementation of the University's work placement programme "*INTRA*" (INtegrated TRAIning).

The Administrative Assistant position is a critical hub in the process and is fundamental to the provision of the service to students, academic tutors and participating employers. The person appointed will have the responsibility for managing the administration of the INTRA office operations and the INTRA process, from registration of students, interview scheduling, management of the assessment process and collation of module results, operational tasks necessary for the successful management of the INTRA office and the delivery of the INTRA module.

Key Responsibilities:

- Responsible for the administration of the INTRA Office accounts, including procurement, purchasing, invoicing, forecasting and quarterly reporting
- Monitoring and control of office and staff budgets

- Responsible for input of data, invoicing and receipt of payments in relation to student contracts
- Ensure the office is stocked with necessary supplies and equipment at all times
- Effective allocation of workload across the support team to ensure fair distribution of workload
- Responsible for portfolio of employers with respect to the INTRA interview process as assigned by INTRA Co-ordinators
- Advise students on the professional content of their INTRA CVs and conduct at interviews
- Advise students on the INTRA process, module guidelines and code of conduct
- Schedule INTRA student interviews in conjunction with support staff
- Coordinate interview scheduling logistics, room bookings, meeting and de-briefing employers on campus in conjunction with support staff
- Administration of the INTRA module assessment processes, including end of placement report on loop reflect, tutor visit programme and employer survey
- Ensure the timely issue of all relevant assessment forms and the provision of guidelines and report templates throughout the process as required
- Organise and manage the process of student report submission via Loop Reflect at the appropriate time for each degree programme.
- Organise and manage the tutor visit process for all degree programmes, provide placement information to academic staff in time and ensure that visits take place at the appropriate point during the year
- Produce reports on progress on tutor visits
- Conduct periodic employer and student surveys and report on findings
- Liaise with Faculty and Registry to finalise INTRA results
- Produce timely and accurate progress reports as requested by the Head
- Prepare and keep up to date standard email templates, canned responses and SOPS for admin processes
- Act as secretary to the INTRA unit committee meetings and provide accurate minutes
- Work with Marketing Coordinator to ensure timely production of promotional materials
- Provide timely and accurate responses to internal and external queries regarding current and previous years' activities
- A high level of proficiency in the use of Microsoft Office suite, Google suite, Agresso, Core, and any other relevant in-house systems.
- Be familiar with SS&D and University structures and calendars in order to best guide students with queries
- Work with other SS&D Units from time to time on allocated projects

To engage in any other activities as deemed appropriate by the Head of Unit and Director of Student Support & Development.

Requirements/Skills

Undergraduate degree and three years relevant work experience

Evidence of experience in the administration and control of budgets and office accounts

Knowledge of Agresso or other accounting platform(s) will be an advantage

Evidence of project planning and coordination
Evidence of excellent administration, organizational, communication/presentation and computing skills
Attention to detail, ability to prioritize work, accuracy and high levels of performance under pressure are essential

Competencies Required for this Role:

1. Project Planning and Implementation

The successful candidate will have experience in planning schedules and reviewing progress against agreed targets; they will respond appropriately and promptly to evolving situations to ensure plans are kept on track and targets are achieved. Demonstrated experience in managing office accounts/bookkeeping and the planning and control of annual budgets will be essential.

2. Decision Making and Problem Solving

He/she will have the ability to gather and review relevant information and data from a range of sources and to make informed decisions quickly and effectively.

3. Personal Effectiveness and Excellence

Effective in managing their workload and delegating tasks to support staff. Strives for continuous improvement of processes to maximize quality and efficiency. Candidates should be methodical and organized with good interpersonal skills and the ability to work calmly and efficiently under pressure.

4. Communications

They should have excellent verbal, written and listening skills. They will possess effective and professional presentation skills and evidence of the ability to produce concise and accurate reports.

Experience and Qualifications

The successful candidate will possess a primary degree in a relevant area and a minimum of 3 years relevant experience.

Salary Scale: €35,321 – €52,791 (Administrative Assistant Scale)

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade IV salary scale, in line with current Government pay policy.

Closing date: 5th August 2019

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 7005149.

- Please clearly state the role that you are applying for in your application and email subject line: Job Ref # BC0403 INTRA Admin Assistant (Grade IV – three year contract)
- Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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