



DUBLIN CITY UNIVERSITY

OFFICE OF THE VICE-PRESIDENT ACADEMIC AFFAIRS (REGISTRAR)

ADMINISTRATOR I, ACADEMIC SECRETARIAT

PERMANENT

Introduction

The Vice-President Academic Affairs (Registrar) is the Chief Academic Officer of the university and is responsible to the President for the management of the academic business of the University. Working with senior colleagues in the University, she has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies.

Role

Applications are invited from suitably qualified candidates for the post of Administrator 1, specifically in the area of Academic Governance and Regulations. Reporting to the Academic Secretary or her nominee, the post holder will be responsible for the provision of a high-level administrative support to a number of University Committees and the co-ordination of University approval process for programmes of study.

Duties and responsibilities

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Co-ordination of the business of Academic Council and of its three main subcommittees: Education Committee, University Standards Committee and Graduate Research Studies Board. This includes preparing agendas in consultation with the Chairs, co-ordinating papers, writing minutes and following up from meetings.
- Participation in working groups the above committees may establish from time to time.

- Co-ordination of the approval process, at University level, with respect to new programmes of study and adaptations of existing programmes. This includes working with programme proposers and other representatives of Faculties on the submission of proposals for validation, accreditation and Education Committee approval. It also involves writing validation and accreditation reports for Academic Council and following up from meetings.
- Produce, maintain and/or update relevant university policies, standard operating procedures, and related documentation, associated with Academic Council and its subcommittees, and with the University programme approval process, ensuring their effective dissemination to the wider University community.
- Line management of a number of administrative staff, ensuring the provision of effective and efficient administrative support with respect to the following:
 - the examination appeals process
 - the disciplinary appeals process
 - the appointment process, database and online reporting system with respect to external examiners for taught programmes
 - the publication of programme regulations to the web
 - the maintenance of the database of Programme Chairs
 - Maintenance of the University Schedule of Meetings.
- Management of the unit budget.
- Maintenance of responsibility for the unit web pages
- Undertaking such other duties as may be assigned from time to time by the Vice-President Academic Affairs (Registrar).

The post entails extensive communication with a range of stakeholders, including the Deputy Registrar/Dean of Teaching and Learning, the Dean of Graduate Studies, the Director of Registry and Registry staff, academic staff and Faculty administrative staff. Responsibilities associated with the post may change over time in line with the needs of the OVPAA and the wider University.

Qualifications, experience and skills required

Applicants must hold a minimum of a primary degree or equivalent and have a minimum of 5 years' experience in higher education administration. In addition, applicants should possess:

- excellent oral and written communication skills (direct experience of drafting minutes and reports would be advantageous)
- excellent administrative and organisational skills, including a proven ability to meet deadlines
- a significant understanding of academic governance and academic policy-making
- effective line management skills
- a proactive approach to the ongoing improvement of systems and procedures
- the ability to deal confidently with academic and administrative staff at all levels in the University, to understand a wide range of different perspectives and to maintain confidentiality as required.

Please note that staff must have successfully completed their probationary period.

Salary scale: ***€49,967 - €68,393***

Appointment will be commensurate with qualifications and experience. Details of the pay that applies to internal candidates upon promotion can be viewed at

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: **16th November 2016**

Informal Enquiries: Professor Eithne Guilfoyle, Vice-President Academic Affairs/Registrar at eithne.guilfoyle@dcu.ie

Application forms are available at:

Application forms are available from the DCU Current Vacancies website at

<http://www4.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9. Please clearly state the role that you are applying for in your application and email subject line: Job Ref #417 Administrator I, OVPAA

Dublin City University is an equal opportunities employer