



**Graduate Studies Office
Administrator (Grade V.2)
Permanent Post**

Overview

Led by the Dean of Graduate Studies, the DCU Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission. The University hosts approximately 700 research students and over 2,000 taught postgraduate students. Our external engagements with enterprise and wider academia are manifest through activities at graduate level nationally and internationally. Our research profile is significantly contributed to by the work of research students, and our national and international standing is influenced by the perception of our taught postgraduate offerings and experience. Internationalisation of DCU is most advanced at graduate level; this is seen through recruitment of graduate students, pan-European graduate training programmes and international scholarship programmes.

The responsibilities of the Graduate Studies Office include coordinating and facilitating research student development, working with Schools and Faculties developing the University's policies in relation to best practice in research degrees and in research supervision, coordinating processes and supports relevant to graduate students, representing graduate student interests in decision-making internally and on appropriate external bodies, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education, administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

Function

The Administrator will be responsible for providing a highly professional, specialised support function for the Graduate Studies Office (GSO), the Dean and others involved in graduate research across the five Faculties of the university.

Duties and Responsibilities

Reporting to the Dean of Graduate Studies the Administrator will support a range of activities of the Graduate School and Graduate Studies Office. Many issues will require consultation with the Dean, but will also draw on the administrator's specialist knowledge. Activities will be planned and executed autonomously to a large extent, requiring contact with colleagues at senior academic and administrative grades. Responsibilities include, but are not limited to, the following:

Supporting the decision-making remit of the Dean and the Graduate Research Studies Board.

- Monitor and report on national and international policy and research developments relating to doctoral education to ensure DCU strategy, planning, and practice are well informed by this contextual knowledge, and that DCU is well placed to grow institutional profile by contributing to its development.
- Research and draft new or changed policy, regulations and processes pertaining to graduate research in consultation with all Faculties, Registry and the Dean.

Providing operational support to the Dean in

- developing the unit's strategy,
 - planning of financial and human resources to deliver on the mission of the unit, line management of administrative staff,
 - delivering reports,
 - managing external and collaborative engagement,
 - maintaining the risk register.
- and representing GSO at appropriate committees.

Giving specialist, university-wide support

- Supporting research students, supervisors, research convenors, Heads of Schools, Associate Deans for Research and administrative staff across both campuses by providing specialist advice on issues, including those pertaining to complex contexts which can arise in graduate research activities.

Delivering on specialist projects

- Planning and implementation of initiatives relevant to graduate research such as those supporting supervising capacity development, quality in professional practice, marketing and recruitment, systems and process developments etc. These initiatives will often address complex challenges.

Experience and Skills Required

Applicants must hold a minimum of a primary degree, and preferably a postgraduate degree, in addition to a minimum of three years relevant experience in postgraduate education and/or research administration.

The ability to work with a high degree of autonomy and professional effectiveness (meeting deadlines, prioritising, delivering quality work etc.) is essential, as is the quality of discretion. An ability to communicate information very accurately and apply good judgement, such as in deciding when issues should be escalated, are important. Being able to work well with a team is essential, as are flexibility, responsiveness and a service focus.

In addition, the following skills and experience would be advantageous:

- Expertise specific to Graduate Research
- Experience of managing operations and projects
- Experience in line managing
- Excellent administrative, organisational, influencing, written and verbal communication skills
- Data management, reporting and analysis skills.

Salary scale: *€46,513 – €63,251*

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: 9th November 2016

Informal Enquiries Prof. Lisa Looney, Dean of Graduate Studies at lisa.looney@dcu.ie or
Tel.+353 (0)1 700 5403

Application forms are available at:

Application forms are available from: <https://www4.dcu.ie/hr/vacancies/internal.shtml> and 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 #413 Administrator Graduate Studies Office