



**DUBLIN CITY UNIVERSITY  
DCU Registry  
Awards Officer Grade IV  
Permanent**

## **Introduction**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS top 50 under 50). DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and DCU All Hallows campus.

## **DCU Registry**

The Registry is a busy and dynamic office environment with responsibility for the management and delivery of services to the University community which include student admissions, registration, records, examinations and graduation. The University's room booking function also form part of Registry services. Registry operates two Information Services Areas for students; one at the Glasnevin campus and one at the St Patrick's campus. It is structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisation structure of the Registry, including its responsibilities can be found at <http://www.dcu.ie/registry/index.shtml>

## **Administrative Assistant Indicative Duties and Responsibilities**

To provide professional and comprehensive administrative services within the Registry, in a range of areas and activities set out by the Director of Registry and other relevant senior Registry staff. The post holder will be primarily located at the DCU Glasnevin campus but may be required to move between and work from any of the DCU campuses at certain times of the year. The post holder will be mainly based in the postgraduate research team. The responsibilities of the post holder may change over time, in line with the needs of Registry and the wider University. Duties associated with the post include the following:

- Project management of Registry-based activities for Graduate Research Students e.g. Annual Student Progression, Transfer and Thesis Examination.
- Co-ordination and preparation of materials for Faculty Awards Boards.
- Co-ordination and monitoring of Graduate Training Results for postgraduate research students.
- Preparation of reports on Faculty Awards Boards for Academic Council.
- Provision of information on research candidates eligible to be conferred and assisting in the University's conferring ceremonies.

- Communication with students, supervisors and external examiners regarding postgraduate examination processes.
- Responsibility for the administration of the external examiner process for postgraduate research students.
- Co-ordination of documentation and responsibility for the maintenance of records for graduate research students.
- Preparation of documentation for University Committees (eg Graduate Research Studies Board) and follow up on actions as required.
- Development and review of standard operating procedures and processes for specific activities relating to Postgraduate Research Administration.
- Designing, implementing and review of administrative processes to provide efficient clerical and administrative support for the Registry and to respond to new University developments.
- Input to system developments, in particular the Student Information System, as required to support postgraduate research student records.
- Develop and produce reports to support postgraduate research administration.
- In conjunction with the senior team members, plan, schedule and publicise annual calendar of postgraduate research administration processes.
- Representation on Working Groups / Committees on behalf of the Registry including chairing meetings as required.
- Close liaison with faculty offices on areas of common interest e.g. registration and examinations process for postgraduate research students.
- Liaison with other units within the university (e.g. the Graduate Studies Office, ISS, Finance Office, Human Resources and Student Support and Development).
- Providing assistance as required with other Registry processes for example examinations and registration.
- Supporting the Registry's information service to ensure standards and quality of customer service within the Registry.

Duties and responsibilities can change over time and other duties may be assigned by the Director of Registry or his/her nominee.

### **Person Specification**

Applicants for this post must hold a degree or equivalent, and have a proven track record in administration in a complex or large-scale organisation. S/he should be well organised, able to co-ordinate and progress the tasks associated with the post on his/her own initiative, and be able to contribute to the on-going development and refinement of administrative processes. S/he will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills. The ideal candidate will have a minimum of 3 years relevant work experience, preferably in a higher education administration environment.

**The Key Competencies for this post are as follows:**

**Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization. Takes a focused approach to developing contacts throughout DCU.

**Personal effectiveness/excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

**Problem solving and decision making:** Is capable of analyzing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.

**Excellent IT Skills:** Demonstrates excellent IT skills. This includes an excellent knowledge and application of MS packages, Google apps and IT systems including Drupal and Agresso.

**Salary Scale:** €35,321 - €52,791\* (Admin Assistant Grade IV)

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

**Closing Date:** 24<sup>th</sup> October 2018

**Application Procedure**

Application forms are available from the DCU Current Vacancies 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](tel:+353017005149).

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #1020 Awards Officer - Grade IV**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: [+353 \(0\)1 7005500](tel:+353017005500) 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: Insert [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

***Dublin City University is an equal opportunities employer***