



DCU Institute of Education
Administrative Officer (Grade IV)
Permanent

Introduction

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Administrative Officer

The Institute is seeking to recruit an Administrative Officer in the Faculty Office. The person appointed will report to the Faculty Manager or nominee.

Duties and Responsibilities

The post holder will provide comprehensive administrative support in a number of specified areas, as determined by the Faculty Manager or nominee(s). The areas for which the post-holder will be responsible are multi-faceted in nature. The role involves the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes. Due to on-going developments within the Faculty and the University at large, the range of duties and responsibilities of the post holder will be subject to change.

The principal duties and responsibilities of the post may include, but are not limited to, the following:

- 1. Examinations and Assessment Administration:** processing a large volume of results to deadline while maintaining data accuracy, quality and integrity; producing reports and providing high quality support for internal review and examinations boards; advising on and ensuring compliance with relevant regulations.
- 2. Academic Programme Administration:** drafting and validating key programme documents, including academic structures and programme regulations; advising chairs and programme boards on university regulations; maintaining an accurate programme record on the Student Information System; providing the secretariat to programme boards; supporting programme accreditation and review.

3. **Timetabling:** planning for and generating timetables for a large number of undergraduate and postgraduate programmes, ensuring the requirements of each programme, school and student group are met; working collaboratively within and outside the Faculty to find solutions to timetable challenges; generation of reports, extraction and analysis of timetabling data, and maintenance of records associated with the timetabling function; participate in ongoing timetable system developments.
4. **Research Administration:** including provision of secretariat to the Faculty's research committees; support for research student registration and scholarship funding allocation; acting as purchasing approver on research-related accounts.
5. **Student Recruitment:** work collaboratively with faculty and university colleagues to ensure marketing materials are accurate and of high quality; as necessary, participate in student recruitment events.

The post-holder may also be asked to provide general administrative support associated with HR, finance, marketing and other areas of activity that fall within the broader remit of the Faculty Administrative team.

Person specification

Applicants for the above post must hold a degree or equivalent and have a proven track record in administration in a higher education environment. The successful applicant will be well organised, capable of co-ordinating and progressing tasks on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes. S/he will be flexible, possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills. Applications from candidates who have a demonstrable track record in effectively administering multifaceted processes and operations, and/or who have participated in company- or institution-wide projects would be particularly welcome. Experience in the use of DCU systems such as ITS, Discoverer, Guru or Syllabus+ would be welcome.

The competencies required for this post are:

1. Building & Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

2. Personal Effectiveness/Excellence

Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment. Ability to develop standing operating procedures and experience of training staff would be desirable.

3. Problem solving and Decision Making

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

4. IT Skills

Excellent IT systems with experience in report writing, use of large databases, data manipulation and collation of data from various sources into report format. Proven ability to learn new systems.

5. Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Salary scale: **€35,321 - €52,791* per annum**

* Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

Informal enquiries to: Caitríona Ní Mhurchú, Assistant Faculty Manager, Institute of Education, email caitrona.nimhurchu@dcu.ie, telephone 01-884-2149

Closing Date: 26th July 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) 1 700 5149

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Please clearly state the role you are applying for in your application and email subject line:

Job Ref: #BC0410 Administrative Officer (Grade IV)

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