Introduction

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. As Ireland’s University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU’s consistent position in the rankings of the world’s top young universities.

Graduate Studies Office

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 800 research students and over 2,700 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.

The responsibilities of the Graduate Studies Office include coordinating and facilitating research student assistance and development, working with Schools and Faculties to develop the University’s policies in relation to best practice in research degrees and in research supervision, coordinating processes and assists 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.

**Role Profile**

The Administrative Assistant (Grade IV) will be responsible for providing professional assistance to the Graduate Studies Office (GSO), the Dean of Graduate Studies and others involved in graduate research across the five Faculties of the University. The information below provides an indication of the duties associated with the post. Indicative duties can change over time.

**Duties and Responsibilities**

The duties and responsibilities of the position include:

**Graduate Research Training Plan:**

- In consultation with the Graduate Studies Manager, the administrative assistant will design and implement a programme of professional and personal development opportunities for over 800 research students. This requires planning the full annual training calendar
- Design, manage logistics/communications/registrations, and collate feedback for a series of workshops, seminars, orientation and induction programmes for research students, as well as sourcing external expertise
- Run training sessions on professional development planning for research students
- Handle a significant volume of student queries regarding choice of accredited modules, availability of cross-Faculty modules and registration issues, liaising with module coordinators and Faculty Office to ensure the system allows students to access the best modules for them
- Work with academic colleagues on designing and planning central assistance for cross-Faculty modules and the Research Integrity Programme
- Be the main point of contact in respect of quality assurance related specifically to Graduate Training Elements (GTEs). Including liaising with Registry and faculties on issues relating to research student registration for GTEs.
- Assist and enable to roll out of the Enrich Framework
- Develop information resources and maintain Loop page for research students
- Management of the Training Budget
- Accountable for inputs into national and international funding proposals relating to PGR fellowships and training network
- Oversee and assist the DoctoralNET online project, aimed particularly at assisting part-time research students
- Assist ADRs, Research Convenors in the provision of local leadership to embed new practices in Graduate Training; the latter is particularly critical to the successful embedding of practice within new Schools and expaSnded faculties
Project Coordination:

- Event coordination of the annual Tell It Straight competition
- Drafting of inputs to aspects of national and international funding proposals relating to PGR fellowships or training networks
- 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. These initiatives often address complex challenges
- Accountable for SIS testing, participation in workshops on behalf of Graduate Studies Office
- Management of specialised projects assigned by the Dean of Graduate Studies/Graduate Studies Manager

Office Assistance:

- Assisting research students, supervisors, research convenors, Heads of Schools, Associate Deans for Research and administrative staff across campuses.
- Development of information resources for research students
- Representation at both national and international level when required.
- Any other duties that may be assigned by the Dean of Graduate Studies /Graduate Studies Manager.

Experience and Qualifications

The post holder must possess a primary degree and ideally two years’ work experience in a Third Level Education. They must demonstrate a clear dedication to ongoing professional development and a willingness to participate in relevant university training, and, where appropriate, external training opportunities particularly in relation to the development of IT and communication skills, and skills related to administrative/office management.

Candidates will ideally have strong organisational and social skills, proficiency in various applications (Microsoft Office site etc.), and the ability to work under pressure. Experience of DCU IT systems would be advantageous. Ideally, applicants should be familiar with postgraduate education and have experience of providing programme or project administration in an academic environment.

They will be flexible and will demonstrate the ability to work effectively as part of a wider administrative team. The successful candidate will have excellent organisation skills, be able to multitask and coordinate and progress the tasks associated with the post on their own initiative, exercising a high degree of judgement, confidentiality and discretion.
The ability to operate with a service focus, including skills of listening, building integrity and conveying interest and respect to all those who engage with the unit is imperative, as well as the ability to convey information accurately while remaining mindful to how it is being received.

The successful candidate should have the following:

- Excellent communication skills and people skills
- Proven IT skills and DCU IT systems experience is desirable
- Strong organisational, administration skills with strong attention to detail
- The ability to meet deadlines and work in a diverse and busy environment
- A proven track record in team work
- The ability to be flexible (sessions can be out of normal working hours), even working on-line when required.

**Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.