Dublin City University

DCU Registry

Curriculum and Student Registration Manager

Permanent Contract

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. DCU has a strong track record in attracting both Irish and European Union funding under FP7, Horizon 2020, Marie Curie Actions and Erasmus. We offer a dynamic and internationally focused environment in which to advance your academic career.

DCU Registry

The Registry is a busy and dynamic office environment with responsibility for the management and delivery of academic administration services to the university community. The primary areas of responsibility include student admission and enrolment; curriculum and student records; university examinations and graduations. The university’s room booking function also forms part of Registry services. Registry operates two Information Services Desks for students; one at the Glasnevin campus and one at the St Patrick’s campus. Registry is currently structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisational structure of the Registry, including its responsibilities, can be found at http://www.dcu.ie/registry/index.shtml.
Student Information System Programme

Under the DCU Empower initiative, the university has committed to a number of projects that will transform how we interact with students and staff. DCU Empower is a multi-year programme that will enable new and improved ways of working that will enhance the staff and student experience.

The Student Information System (SIS) is at the centre of our administrative operations and it facilitates the management of key processes and data. The first step and one of the most critical enablers of achieving DCU ambitions is the implementation of a flexible and robust SIS. The SIS programme is now being mobilized. Implementation of the SIS will transform the way Registry supports academic administration, the student life cycle and delivers its services.

The Role

Registry is recruiting a manager who will have overall responsibility for all activities within Registry associated with student registration and programme academic structures. As the SIS programme of work is mobilised, the post-holder may be required to represent Registry and contribute to aspects of the delivery of the SIS.

Duties and Responsibilities

Please refer to the job description for the full list of duties and responsibilities associated with this role.

Qualifications and Experience

Candidates must have an honours bachelor degree or equivalent and have a minimum of five years’ experience in higher education academic administration.

The successful candidate must have:

- A background working in administration management roles.
- Experience managing multiple administrative processes.
- A proven ability to manage a diverse team of different grades.
- Ability to exercise judgement and make decisions on a wide range of matters.
- Clear evidence of self-motivation with an ability to work in a demanding deadline driven environment.
- Direct experience of managing change.
- Effective written, presentation, negotiation and team-building skills.
- A demonstrable commitment to the continuous improvement of processes and procedures.

Candidates should be capable of motivating teams and have an appreciation of matters relating to change management. Candidates should also demonstrate knowledge of challenges in the higher education sector.

A panel may be formed from this competition. Successful candidates who are placed on this panel may be offered a similar Administrator II Registry Manager role that arises in the future.
Informal Enquiries to:
Ms. Phylomena McMorrow, Director Registry,
E-mail: phylomena.mcmorrow@dcu.ie; Tel. +353 1 700 5334

Salary Scales:
Administrator II: €57,431 - €91,412

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

Closing date: 13th of April 2020

Application Procedure:
Application forms are available from the DCU Current Vacancies (Open Competitions) website at http://www4.dcu.ie/hr/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie. Please note that a CV and cover letter should be submitted as well as the application form.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref BC1019 Curriculum and Student Registration Manager

Applications should be submitted by e-mail 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, Ireland.

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.