Dublin City University

DCU Registry

Curriculum and Student Registration Manager

Permanent Contract

Introduction

Dublin City University ([www.dcu.ie](http://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, can be found at [http://www.dcu.ie/registry/index.shtml](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 assists academic administration, the student life cycle and delivers its services.

The Role

Registry is recruiting a manager who will have overall remit 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

The main duties and responsibilities of this role include but are not limited to:

- Oversight of the set-up of all qualification and programme information on the student information system; ensuring data accuracy and alignment to standards and regulations.
- Management level responsibility for providing advice and guidance to faculties about the operationalisation of new programme developments and changes to existing curriculum.
- Management of the quality and accuracy of all programme academic structure information, in consultation with faculties, to facilitate the effective registration of all students.
- Management level responsibility for all elements of the annual programme of work to update curriculum structure information. Working closely with faculties to ensure that the curriculum structure for all programmes is consistent with the rules of the programme.
- Management remit for the organisation of registration for all continuing students. Providing direction to the team on the delivery of all registration related activities e.g. provision of information to students on how to register and the availability of registration services to students during the registration period.
- Management of the organisation of registration related activities for all incoming students e.g. ID verification and student ID card collection in consultation with the Student Enrolment Manager.
- Overall remit for the set-up of the online registration process for all students.
- Working closely with the Student Enrolment Manager on managing and planning the deployment of resources within the team to ensure that the appropriate resources are available, when required, to assist all of the core activities within the Student Enrolment team.
- Providing leadership and management level assistance and guidance to the members of the Registry Information Services team and other relevant team members; defining standards of service and ensuring that team members acquire the knowledge and training to provide an excellent academic administration service to all stakeholders.
- Providing assistance and preparing team members to transition to any organisational and/or departmental changes.
- Contributing to developments of related policies, standards and regulations in consultation with the Director of Registry.
- Working as part of the Registry management team to maintain a focus on continuous process improvements which will enhance the experience for all users of Registry services.
- Preparing and drafting documentation to assist decision-making within Registry and the wider university.
• Actively contributing to formulating and implementing operational and strategic plans for the Registry.
• Representing the Registry on various internal Working Groups and Committees and where appropriate Chairing Working Groups.
• Participating in and contributing to the development and implementation of relevant University wide initiatives and strategic priorities as appropriate e.g. SIS programme, Academic Calendar programme.
• Ensuring effective communication and liaisons on various curriculum and registration related matters with internal stakeholders in faculties and other units.
• Undertaking any other duties in line with the level of the post, as assigned by the Director of Registry.

Duties and responsibilities may change over time and other duties may be assigned by the Director of Registry or his/her nominee. This post is expected to evolve in light of on-going projects e.g. SIS programme and other developments within Registry and the wider University.

The post-holder will report to the Director of Registry or her/his nominee.

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 dedication 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.

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.