Dublin City University
DCU Business School
Administrative Officer (Grade IV)
Fixed Term Five Year Contract (Three Posts)

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. Excellence in its education and research activities has led to DCU’s consistent presence in the rankings of the world’s top young universities.

DCU Business School is a dynamic school whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused school which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

The successful candidates will report to the Faculty Manager of DCU Business School or his/ her nominee and will liaise closely with academic programme chairs, lecturers, students and with colleagues in the Registry and other faculties on a regular basis.
Function
As part of the school’s administration team, successful applicants will work within a number of specified areas, as determined by the Faculty Manager or his/her nominee, to provide professional and comprehensive administrative and support services to the Faculty. Duties may include academic programme management, line management duties and assisting with important strategic projects as needs dictate. These posts are intended to support the school in attaining its strategic objectives and to respond to emerging market opportunities and developments. As such, the range of duties and responsibilities of the post holder will be subject to change.

Duties and Responsibilities
The principal duties and responsibilities of the position may include but are not limited to the following:

- Academic programme management
- Examination administration
- Timetabling
- Student recruitment and faculty promotion
- Project management
- Preparing reports and providing statistical information
- Staff management
- General faculty administration and records management
- Programme academic structures
- Information services
- Participation in school and university committees
- Any other duties which may be assigned from time to time by the Head of School/Unit 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 5 years relevant work experience including staff management and demonstrate substantial competency in the use and development of a wide variety of IT systems. Applicants should show considerable attention to detail, be a self-starter with a customer service oriented outlook and have very good organisational skills.
The competencies required for this post are:

**Building & Maintaining Relationships**
Have the ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation and to show respect for the contribution of others. Have a proven experience of working successfully in a team environment.

**Supervision**
Experience of staff motivation and supervision is desirable

**IT skills**
Show a willingness to engage with processes and technology. Have experience of working with several different systems.

**Personal Effectiveness / Excellence**
Continuously strive to learn about how things are done, why they are done that way and how the role impacts on everything. Be effective in planning and managing his/her workload.

**Closing date:** 18th May 2018

**Salary Scale:** €34,971 - €52,268 per annum (Admin Assistant)
Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Admin Assistant salary scale in line with current Government pay policy.

**Informal enquiries:** Informal enquiries should be directed to Ursula Baxter, Faculty Manager
DCU Business School: ursula.baxter@dcu.ie. Tel: +353 (0)1 7005172 Please do not send applications to this email address, instead apply as described below.

**Application Procedure**
Application forms are available from the DCU Current Vacancies (open competitions) website at [http://www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line:
#884 Administrative Officer (Grade IV)

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.
Dublin City University is an equal opportunities employer