



DUBLIN CITY UNIVERSITY DCU Institute of Education

School of Language Literacy and Early Childhood Education

Gaeltacht Placement Administration Support (Grade III)

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. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a state of the art facility on the DCU St Patrick's Campus in Drumcondra in Dublin. Established in 2016 as Ireland's first University Faculty of Education, it has a staff of more than 130 full-time academics 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.

Overview of the role

The primary responsibility assigned to this role is the support of Gaeltacht Placement administration within the School of Language, Literacy and Early Childhood Education. The post-holder will also provide support for Irish-language initiatives across the faculty, for School Placement engagements with Gaelscoileanna, for programmes with placements in Irish-language settings, and for modules within the school delivered through Irish.

This post requires the administrator to work through Irish and English.

The successful candidate will be assigned to the School of Language Literacy and Early Childhood Education (LLECE) and will work collaboratively with colleagues across the IoE administration team. The direct line management reporting is to the Assistant Faculty Manager, with day to day task allocation and direction provided by the Head of LLECE School and Deputy Dean.

He/she will also work closely with other faculty and school colleagues and with units across the University, including Registry, the Estates Office, Human Resources, Information Systems Services (ISS) and Finance.

Duties and responsibilities include, but are not confined to, the following:

1. Administration of Gaeltacht Placements for students on the Bachelor of Education and other programmes
 - (a) Liaise regularly with Gaeltacht Colleges;
 - (b) Provide students with information about courses, allocate places based on agreed protocols, handle student queries;
 - (c) Track student attendance and absence requests;
 - (d) Administer post-course online surveys;
 - (e) Other duties associated with Gaeltacht Placements include routine data entry and collation, distribution of placement-related materials, records maintenance, event organisation, and document preparation.



2. Support the School Placement Office in their engagements with Gaelscoileanna and other providers who work through Irish and English.
3. School Administration: support the work of the School of Language, Literacy and Early Childhood Education as follows:
 - (a) Customer Service: routine query handling including from DCU IoE students and staff and from prospective students;
 - (b) As required, make arrangements for school meetings, prepare agendas, circulate papers and minute meetings;
 - (c) Update school website content;
 - (d) Arrange meetings, interviews and events, including room bookings, catering and travel;
 - (e) Assist with marketing of schools programmes at fairs and information events;
 - (f) Process orders, raise purchase orders, check and process invoices, confirm deliveries, process travel and expense claims and update systems as appropriate.
4. Work closely with other school assistants and faculty colleagues to improve customer service and administrative processes; alert the appropriate faculty administrator when issues or difficulties arise; communicate key deadlines and information to school staff.
5. Participate in any relevant training and quality review processes.
6. Facilitate marketing and delivery of programmes and other initiatives delivered through Irish and support Irish-language strategic initiatives across the faculty.

Experience, Skills and Qualifications

The successful candidate will be fluent in both written and oral Irish and English.

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course or equivalent and three years relevant experience, preferably in a third level environment.

Candidates should have strong organisational skills together with good interpersonal skills, and the ability to work under pressure and to tight deadlines. They should have good communication, administrative and computing skills. Candidates should be flexible and adaptable, with the capacity to build and maintain positive working relationships.

The competencies required this post are:

1. **Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.
2. **Personal Effectiveness/ Excellence:** Continuously strives to achieve high standards in the completion of tasks and in approach to working with people.
3. **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.
4. **Knowledge of Processes & IT:** Shows a willingness to engage with processes and technology.

Salary Scale: €32,704 - €41,718

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

Closing date: 24th August 2017



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 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #613 Gaeltacht Placement Administration Support (Grade III).

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. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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