



## **Dublin City University**

### **Registry**

#### **Assistant Awards Officers (2 posts)**

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. 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 Registry is a demanding and dynamic office environment with responsibility for the management and delivery of services to the University community which include student admissions, registration, records, examinations and graduation. The University's room booking function also forms part of Registry services. Registry currently supports the provision of these activities to over 17,000 students across multiple campuses. Registry is 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>

#### **Experience and Qualifications**

Applicants must hold a primary degree and have a minimum of three years relevant experience. A background working in a higher education setting would be an advantage.

#### **Duties and Responsibilities**

The successful candidates will be responsible for the provision of high quality administrative support while assisting with the co-ordination and delivery of core Registry activities across multiple campuses. It is expected that the successful candidates will also be required to work across the campuses at certain times of the year. The information below provides an indication of the type of duties associated with the posts. Indicative duties may change over time.

- Project management of Registry-based activities for students eg University examinations, including producing examination timetables.
- Supervision of some administrative staff and ensuring the effective allocation of workloads across all staff assigned to specific areas/projects.
- Oversight of the recruitment and deployment of temporary examinations staff, including conducting a needs-based analysis of requirements and making recommendations on allocation of roles.
- Liaison with University Disability Office to review allocation and usage of examination accommodations.
- Convene working groups and draft reports and recommendations for consideration by the Registry management team.

- Review of operations and processes and make recommendations to lead to an improved service delivery.
- Review and redesign of operations and processes to support and implement the decision making of University Committees and Boards
- Oversight of the production of transcripts for historical student records, including resolving complex record queries.
- Act as Board Secretary for Progression and Award Board Meetings.
- Administrative support to team based operations, for example planning for conferring ceremonies.
- Representation on Working Groups / Committees on behalf of the Registry including chairing meetings as required.
- Close liaison with faculty offices on areas of common interest, for example examinations and conferring processes.
- Regular liaison with other units within the University (e.g. ISS, Finance Office, Disability Office, International Office and Student Support and Development).
- Participation as a key member in the development and delivery of the Registry training programme.
- Extracting and manipulating data from University information systems for checking and analysis.
- Working as part of a team to ensure the effective delivery of Registry student services and operations

Duties and responsibilities can change over time and other duties may be assigned by the Director of Registry or her nominee.

**The successful candidate will have:**

- Direct experience of managing operations and projects
- Excellent organisational and administrative skills
- Strong IT skills with experience of working with large and complex databases
- Excellent communication skills and attention to detail
- Proven ability to meet deadlines, prioritise workload and manage multiple activities with competing deadlines
- An ability to deal with and resolve problems and escalate as appropriate

**The Key Competencies for this post are as follows:**

**Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization. Takes a focused approach to developing contacts throughout DCU.

**Problem solving and decision making:** Is capable of analyzing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.

**Supervision:** Takes a fair approach in supporting others to complete tasks and is capable of providing appropriate feedback if required.

**Personal effectiveness/excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

**Salary Scale: €33,625 - €50,750 (Grade IV)**

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

**Closing Date: 21<sup>st</sup> April 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 #526 Assistant Awards Officer

Applications should be submitted by email to [hr.applications@dcu.ie](mailto: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***

