



Registry

Administrative Assistant – Grade IV (Temporary Contract up to 12 months)

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.

DCU Registry is a demanding and active 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 delivers these services 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.

The successful candidate will have:

- Experience of managing operations and projects
- Excellent organisational and administrative skills
- Experience working with large and complex databases
- Excellent communication skills and attention to detail
- The ability to meet deadlines, prioritise and multi task.

Duties and Responsibilities

To provide professional and comprehensive administrative services within the Registry, in a range of areas and activities set out by the Director of Registry and other relevant senior Registry staff. The post holder will be primarily located at the DCU Glasnevin campus but may be required to move between and work from any of the DCU campuses at certain times of the year. The post holder will be mainly based in the postgraduate research team. The responsibilities of the post holder may change over time, in line with the needs of Registry and the wider University. Duties associated with the post include the following:

- Project management of Registry-based activities for Graduate Research Students e.g. Annual Student Progression, Transfer and Thesis Examination.
- Co-ordination and preparation of materials for Faculty Awards Boards
- Co-ordination and monitoring of Graduate Training Results for postgraduate research students
- Preparation of reports on Faculty Awards Boards for Academic Council
- Provision of information on research candidates eligible to be conferred and assisting in the University's conferring ceremonies
- Communication with students, supervisors and external examiners regarding postgraduate examination processes.

- Responsibility for the administration of the external examiner process for postgraduate research students
- Co-ordination of documentation and responsibility for the maintenance of records for graduate research students
- Preparation of documentation for University Committees (eg GRSB) and follow up on actions as required
- Development and review of standard operating procedures and processes for specific activities relating to Postgraduate Research Administration.
- Designing, implementing and review of administrative processes to provide efficient clerical and administrative support for the Registry and to respond to new University developments
- Input to system developments, in particular the Student Record System, as required to support postgraduate research student records
- Develop and produce reports via Discoverer to support postgraduate research administration
- In conjunction with the senior team members, plan, schedule and publicise annual calendar of postgraduate research administration processes.
- 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 e.g. registration and examinations process for postgraduate research students.
- Liaison with other units within the university (e.g. the Graduate Studies Office, ISS, Finance Office, Human Resources and Student Support and Development).
- Supporting the Registry's information service to ensure standards and quality of customer service within the Registry.

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

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.

Communication: Communicates effectively, across a range of media, and actively engages to gain understanding.

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: €34,625 - €51,750

Closing date: 11th 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) 1 700 5149.

Please clearly state the role that you are applying for, including the job reference, in your application and email subject line; Ref #621 – Administrative Assistant – Grade IV

Applications should be submitted by email 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

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