



**DUBLIN CITY UNIVERSITY
DCU Registry
Senior Awards Officer
(Grade V)
Permanent**

Introduction:

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. 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). DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and DCU All Hallows campus.

DCU Registry:

The Registry is a busy 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 operates two Information Services Areas for students; one at the Glasnevin campus and one at the St Patrick's campus. It is structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisation structure of the Registry, including its responsibilities can be found at <http://www.dcu.ie/registry/index.shtml>

Senior Awards Officer Role:

Registry is seeking to recruit a Senior Awards Officer. The individual will be primarily located on the Glasnevin campus but may be required to move between any of the DCU campuses. This post will provide professional and comprehensive administrative services to the Registry, primarily focussing on the supervision, planning and development of postgraduate research administration and University conferring ceremonies. The post holder will also significantly contribute to senior administrative support roles in all Registry projects, including examinations, conferring and progression and award boards.

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

- Supervision of the postgraduate research team and co-ordination and line management of workload and operations.
- Project management of the University Conferring Ceremonies, liaising with the Student Awards Manager as appropriate.

- Liaise with relevant Units e.g. Finance, Graduate Studies Office on the implementation of postgraduate research policy and regulatory changes and identify changes required to processes and systems, including making recommendations on moving processes to electronic formats.
- Act as Registry representative on Graduate Research Studies Board.
- Develop and design new processes in consultation with relevant Units to respond to the changing strategic direction of the research student path, including graduate training.
- Respond to queries and co-ordinate feedback on Academic Regulations for postgraduate degrees by research and thesis
- Oversee the issuing of the Diploma Supplement to graduates, including problem solving of individual student records and making recommendations on developments
- Act as Board Secretary for Faculty Awards Boards for Research Degrees
- Act as Board Secretary for Progression and Award Meetings
- Oversee the Academic Structure updates on behalf of the Student Awards Team
- Support the annual examinations sessions through the provision of senior administrative support
- Liaise with Faculties and Units in relation to examination queries, post PAB amendments and student records
- Representation on working groups and committees including chairing meetings
- Review and redesign of operations and processes to support and implement the decision making of University Committees and Boards
- Participation as a key member in the development and delivery of Registry training programmes and training on Registry processes for University colleagues
- Any other duty which may be assigned from time to time by the Director of Registry or his/her nominee.

Experience and Qualifications

Applicants must possess:

- A primary degree or equivalent (NFQ Level 7)
- A minimum of 3 years recent and relevant office experience, preferably in a higher education environment.

The successful candidate will be able to demonstrate evidence of:

- A strong background in administration.
- A proven ability to manage a team at various grades.
- Experience of managing events, operations and projects.
- Excellent administrative, organizational, written and verbal communication skills, including attention to detail.
- Experience of working with large databases.
- The ability to meet deadlines, prioritise and multi task.
- Working knowledge of legislation regarding data protection.
- A knowledge of Registry functions would be an advantage.

Salary Scale: €47,386 – 57,099* (Senior Admin Assistant I)

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

Closing Date: 7th January 2019

Application Procedure

Application forms are available from the DCU Current Vacancies 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](tel:+353017005149).

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #1021A Senior Awards Officer - Grade V

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: [+353 \(0\)1 7005500](tel:+353017005500) 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: Insert hr.applications@dcu.ie

Dublin City University is an equal opportunities employer