Centre for Talented Youth Ireland (CTYI)
Garda Vetting and Correspondence Course Officer
Administrative Assistant – Grade IV
(2-Year Fixed Term Contract)

CTYI is a non profit organisation at DCU that caters for the needs of academically talented children aged 6 to 16. CTYI provides nationwide assessments and classes for high ability students. Last year over 5000 students and 300 staff participated in CTYI classes. As part of the continuous development of the programmes CTYI plan to recruit an Administrative Assistant to coordinate the Garda Vetting process with CTYI, manage the development of the CTYI correspondence courses, and supervise the expansion of the CTYI residential programme.

**Experience and Qualifications:**

Candidates must possess a primary degree or equivalent, a relevant education related qualification and a minimum of 2 years relevant work experience. Candidates should have a basic understanding of the needs of high ability children, and direct experience working with gifted children would be an advantage.

The successful candidate will be capable of managing and prioritizing a varied workload, and show flexibility and adaptability while discharging their duties. Excellent communication and administrative skills are essential. Candidates must be dependable, willing to work in a team environment and be capable of working to strict deadlines. Confidentiality and discretion of a very high level is expected.

**Indicative Duties and Responsibilities:**

Indicative duties associated with the post include the following:

1. Managing the implementation of Garda Vetting within the CTYI programme.
2. Liaise with CTYI part and full time staff to educate them on the Garda Vetting policy and ensure everyone is aware of their responsibilities in relation to Garda Vetting.
3. Liaise with the Garda Vetting office in relation to the information required for the successful completion of the Garda Vetting process.
4. Work with the CTYI Director in implementing and improving the CTYI Garda Vetting Policy.
5. Work with the CTYI Director with the implementation of CTYI correspondence courses.
6. Work closely with CTYI part time academic and part time administrative staff to ensure the smooth running of the CTYI Correspondence programme.
7. Supervising CTYI correspondence course staff in the design of new courses, and manage part-time staff in the correction of the courses.
8. Supervising the expansion of the CTYI residential programme in relation to CAT and DCU Summer Scholars, with responsibility for the coordination of the programme, and the additional residential staff required.
9. Identifying and addressing operational deficiencies in the CTYI.
10. Monitoring Standards and Quality of Customer Service within the CTYI.
11. Any other duties that may be assigned by the Director of CTYI 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

- **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.

- **Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information

**Salary:** €37,361 – €50,750

€33,625 - €45,675*

*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience.

**Closing Date:** 04 April 2014

**Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at [http://www.dcu.ie/hr/vacancies/current.shtml](http://www.dcu.ie/hr/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Applications should be submitted by e-mail 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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