



## **DUBLIN CITY UNIVERSITY**

### **OFFICE OF THE VICE-PRESIDENT ACADEMIC AFFAIRS (REGISTRAR)**

#### **System administrator (Senior Administrative Assistant Grade V), ACADEMIC AFFAIRS**

**(Fixed term contract - up to 18 months)**

#### **Introduction**

The Vice-President Academic Affairs (Registrar) is the Chief Academic Officer of the university and is responsible to the President for the management of the academic business of the University. Working with senior colleagues in the University, she has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies.

Dublin City University, Mater Dei institute of Education, St. Patrick's College, Drumcondra and Church of Ireland College of Education have embarked on an Incorporation Programme which will see the four institutions become one entity by 2016. A significant portion of this role will be to support the incorporation process.

#### **Role**

Applications are invited from suitably qualified candidates for the post of System Administrator (Senior Administrative Assistant – Grade V). Reporting directly to the Deputy Registrar/ Dean of Teaching and Learning, (or nominee) the post holder will be responsible for the provision of high level administrative support to activities associated with the Incorporation Programme and, more generally, with developments to support the management of academic programmes and related processes.

#### **Duties and responsibilities**

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Provision of support to relevant members of staff in determining the configuration and permissions hierarchy of a single instance of Akari<sup>1</sup> (curriculum management system) across the incorporating institutions
- Liaison with Akari Software Ltd and relevant members of staff to implement that agreed configuration
- Liaison with relevant members of staff to agree and implement processes in relation to the population and upkeep and maintenance of programme information within the curriculum management system

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<sup>1</sup> Akari curriculum management system supports Higher Education Institutions in the design, management, validation and publication of their curricula in compliance with national and international quality standards and statutory reporting obligations.

- Acting as systems administrator for the new, single instance of Akari to be used across the incorporating institutions
- Migration and/or revision of programme and module related information, ensuring consistency of data migration, from existing versions data sources to the new, single instance of Akari.
- Provision of support to the Deputy Registrar in the development of and integration of Akari with an enhanced process of programme development and review
- Provision of support to the operation and development of existing and new systems associated with the management of academic programmes and related processes.

### **Qualifications, experience and skills required**

The successful candidate will possess:

- A primary degree, preferably in an ICT related field.
- Five years relevant work experience.
- A strong understanding of academic administrative processes and related supporting technology
- Experience of enhancing systems and processes associated with the effective delivery of academic administration
- Strong organisational and communication skills.

In addition, s/he should ideally possess:

- Experience of working with development teams to support administrative processes
- Experience of implementing new systems
- Experience of drafting training manuals and delivering training to system users
- Experience of drafting specifications for system developments.

**Salary:** €45,452 - €54,974  
€40,906 - €49,477\*

\*Applies to new entrants to the public sector after 01 January 2011  
Appointment will be commensurate with qualifications and experience

Full details of salary upon promotion for internal staff can be viewed at:  
<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: **26 January 2015**

**Application forms are available at:**

<http://www.dcu.ie/vacancies/index.shtml> and from the Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail:hr.applications@dcu.ie

***Dublin City University is an equal opportunities employer***