



## **JOB DESCRIPTION**

**Administrative Officer  
Professional 4 (P4)  
DCU Institute of Education  
Permanent**

### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## Overview of the department

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

## Role Profile

The Institute is seeking to recruit an Administrative Officer in the Faculty Office. The person appointed will report to the Faculty Manager or nominee. While the person appointed may be assigned to any area of Faculty Operations, the initial area of focus will be Academic Affairs.

## Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- 1. Examinations and Assessment Administration:** processing a large volume of results to deadline while maintaining data accuracy, quality and integrity; producing reports and providing high quality support for internal review and examinations boards; advising on and ensuring compliance with relevant regulations.
- 2. Academic Programme Administration:** drafting and validating key programme documents, including academic structures and programme regulations; advising chairs and programme boards on university regulations; maintaining an accurate programme record on the Student Information System; providing the secretariat to programme boards; supporting programme accreditation and review.
- 3. Timetabling:** planning for and generating timetables for a large number of undergraduate and postgraduate programmes, ensuring the requirements of each programme, school and student group are met; working collaboratively within and outside the Faculty to find solutions to timetable challenges; generation of reports, extraction and analysis of timetabling data, and maintenance of records associated with the timetabling function; participate in ongoing timetable system developments.
- 4. Research Administration:** including provision of secretariat to the Faculty's research committees; assist research student registration and scholarship funding allocation; acting as purchasing approver on research-related accounts.

The successful individual may be assigned to work with another of the faculty office teams in an equivalent administrative role or to assist with discrete faculty projects.

## **Qualifications and Experience**

Applicants for the above post must hold a degree or equivalent and have a proven track record in administration in a higher education environment. The successful applicant will be well organised, capable of co-ordinating and progressing tasks on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes. S/he will be flexible, possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills. Applications from candidates who have a demonstrable track record in effectively administering multifaceted processes and operations, and/or who have participated in company- or institution-wide projects would be particularly welcome. Experience in the use of DCU systems such as ITS, Discoverer, Guru or Syllabus+ would be welcome.