



JOB DESCRIPTION

Administrative Officer (Professional 4) Faculty of Science and Health 2-year fixed term contract

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Mathematical Sciences, Nursing, Psychotherapy and Community Health, Physical Sciences, and Psychology together with three National Research Centres and a number of large-scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Role Profile

The post holder will provide comprehensive administrative support in a number of specified areas, as determined by the Faculty Manager or nominee(s). The areas for which the post holder will be responsible are multi-faceted in nature. The roles will involve the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes. Due to ongoing developments within the faculty and the university at large, the range of duties and responsibilities of the post holders will be subject to change. The post holder will report to the Faculty Manager or nominee(s) and will liaise closely with the faculty administrative team, heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units, and external stakeholders on a regular basis.

Duties and Responsibilities

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

- Examination and assessment administration including the processing of large volumes of results within specified timeframes; maintaining data accuracy, quality and integrity; producing reports and providing support for internal review and examination boards; advising on and ensuring compliance with relevant regulations.
- School of Nursing student placement support including inputting of student data into the ITS system; monitoring of agreements; liaison with programme coordinators and with external clinical partner services; engagement with relevant university units.
- Academic programme administration including comprehensive support for programme boards – arrangements for meetings including preparation of all relevant documentation, recording minutes of meetings and follow up in line with university processes and committee requirements; giving guidance on university regulations; supporting programme accreditation and review.
- Timetabling including preparation of teaching allocations in conjunction with Heads of School and other relevant stakeholders; planning for and generating timetables for a large number of undergraduate and postgraduate programmes currently using Scientia resource management software, and ensuring that the requirements of each programme, school and student group are met.
- Research administration including support for research student registration; scholarships; competitive funding schemes, and associated processes, e.g. expense claims, staff requisitions, allocation of research space, account queries and reporting.
- Student recruitment and faculty promotion including production and maintenance of programme print materials and online content; participation and support for student recruitment events; working closely with academic colleagues and relevant stakeholders to support digital campaigns, advertisements, visual content, and video and photographic content.
- General faculty administration and records management, in line with General Data Protection Regulation (GDPR) requirements and university policy including Freedom of Information (FOI) requests.
- Participation in and contribution to school, faculty and university working groups and committees and infrastructural development projects.
- Any other duties which may be assigned from time to time by the Faculty Manager or their nominee.

Qualifications and Experience

- Applicants for this post must hold a primary degree (NFQ Level 7), or equivalent, and have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment.
- Applicants must possess strong IT and project management skills and be able to demonstrate competency in the use and deployment of a wide variety of business systems.
- The successful applicants will be well organised, able to coordinate and progress tasks associated with the post on their own initiative, and contribute to the on-going development and refinement of administrative processes.
- Applicants must be flexible and driven, 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. The capacity to discharge these duties through the medium of Irish would be an advantage but not essential.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.