



*Applications are invited from suitable candidates for the following position:*

**Project Administrator  
Student Information Systems (SIS) Programme  
Office of Vice-President Academic Affairs (Registrar)  
2 Year Fixed Term Contract**

Dublin City University [www.dcu.ie](http://www.dcu.ie) 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 and Transformation’, it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU’s ranking among the top 2% of universities globally. It also consistently features in the world’s Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions’ contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Student Information Systems**

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2017-2022, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Programme has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational excellence. The SIS project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change. A Project Management Office (PMO) has been established to co-ordinate and lead delivery, financial, resource and risk management working closely with the SIS Programme Delivery Streams and the solution provider(s).

**Role Profile**

The PMO is now seeking to recruit a Project Administrator to take responsibility for key SIS Programme administration support.

### **Duties and Responsibilities**

See job description for list of main duties and responsibilities.

### **Applicant Requirements**

Applicants must have a primary degree or equivalent (NFQ level 7).

In addition, the ideal candidate will have:

- A minimum of 3 years' project administrative experience or equivalent, ideally, within the Higher Education sector
- A strong customer service perspective and comprehension of Project Management techniques in a large and complex organisation encompassing diverse user communities.
- Possession of an agile or traditional project management qualification would be an advantage for this role
- Proven track record in project administrative skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budget
- Ability to work well within a broader team and demonstrate flexibility and openness
- Ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work
- Good social, communication and organisational skills and an ability to work with a variety of different project stakeholders

### **Essential Training**

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

**Salary Scale:** \*€37,158 - €55,337 (Administrative Admin)

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

**Closing Date:** 20<sup>th</sup> December 2021

**Informal Enquiries:** Helen Mahon, SIS Programme Director; Email; [helen.mahon@dcu.ie](mailto:helen.mahon@dcu.ie) Please do not send applications to this email address. Instead, please apply using the process below.

**Application Procedure:** Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/hr/vacancies/index.shtml> Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**For Further information** about DCU and benefits visit: [Why work at DCU?](#)

**Please state the role that you are applying for in your application and email subject line: Job Ref #ST1605 Project Administrator, SIS Project Management Office.**

*Dublin City University is an Equal Opportunities Employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*