



Job Description

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

Dublin City University 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

The Project Administrator will work closely with and report to a SIS Project Manager. The main duties of the role will be (but are not limited to):

- Manage day-to-day administrative aspects of projects, including updating work plans/status reports, resourcing admin, maintenance of project documentation / risks/reports and tracking of project expenditure – working closely with SIS Programme Management Office, SIS Delivery Streams and SIS projects
- Build and maintain a repository of information and support documentation (in a range of formats)
- Support the SIS Project Manager on reporting, governance and processes
- Provide a support to the Project Manager in the management of software vendors
 - Operational engagement with vendor e.g. Governance
 - Financial engagement with vendor e.g. Statements of Work, invoicing
 - Delivery management engagement with vendor e.g. project planning and scheduling
 - Quality management engagement with vendor e.g. acceptance criteria, testing
- Engage proactively with the project stakeholders and act as a reference point for queries and requests for information
- Play an active role in the co-ordination of activities relating to project workshops and working groups
 - Arrange meetings, booking rooms for meetings or other events
 - Take detailed minutes and coordinate the collection and consolidation of feedback
 - When required, arrange catering for meetings
- This job description is indicative and is not intended to provide an exhaustive list of duties

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.