



JOB DESCRIPTION

Academic Secretariat Administrator (Administrator I) Office of the Vice President for Academic Affairs Three-year fixed term contract

Dublin City University

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.

Overview of the department

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, the VPAA (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies. The VPAA (Registrar) is supported in discharging her remit specifically with respect to matters of Academic Quality Assurance and Governance by the Academic Secretariat.

Role Profile

Reporting to the Academic Secretary or her nominee, and working as part of a team, the post holder will be responsible for the provision of secretariat support to a number of University decision-making

bodies, the co-ordination of University curriculum approval processes, the management and coordination of aspects of academic quality assurance, supporting and providing guidance in respect of collaborative provision, the systematic implementation and on-going review of policies and procedures that lie with the Secretariat's remit and the carrying out of research and project related activities, as required.

Duties and Responsibilities

Working as part of the Academic Secretariat team, the duties and responsibilities attaching to the post include but are not restricted to the following:

- Responsibility for the co-ordination of the business of Academic Council and of its three main subcommittees: Education Committee, University Standards Committee and Graduate Research Studies Board. Duties in this respect include the preparation of agendas in consultation with relevant chairpersons, co-ordinating committee papers, drafting minutes and other documentation, and carrying out all relevant follow up from meetings.
- Responsibility for the co-ordination of the business of the Examinations Appeals Board.
- Responsibility for the co-ordination, at University level, of the curriculum approval process, including collaborative provision. This includes working with programme proposers and other Faculty colleagues on the submission of proposals for validation, accreditation and Education Committee approval, the preparation of validation and accreditation reports for Academic Council and carrying out all relevant follow up from the approval process and related meetings.
- Proactively supporting and co-ordinating the production, systematic dissemination, implementation and review of relevant university policies and standard operating procedures, ownership of which rests with the Vice President Academic Affairs (Registrar).
- In conjunction with relevant colleagues, devising and monitoring implementation of quality assurance mechanisms to ensure the accuracy, completeness and integrity of administrative processes and related data that come within the remit of the Vice President Academic Affairs (Registrar).
- In the context of collaborative provision, providing guidance and input and, where relevant, coordinate the development and approval of related Memoranda of Agreement, the conduct of academic due diligence and the development, implementation and monitoring of related academic quality assurance mechanisms, working with relevant colleagues and University offices to this end.
- Reviewing and providing input to Erasmus Mundus Joint Masters (EMJM) and other relevant funding applications, with a particular focus on those applications where DCU is the lead / coordinating institution, and on the areas of academic due diligence, quality assurance and accreditation as reflected in both the funding applications and related consortia, student and/or other agreements.
- Undertaking research, producing draft policy documents, procedures, reports and/or proposals that will inform decision-making, both in the context of the work of University committees and in the context of the wider remit of the Academic Secretariat.
- Supporting the on-going review and revision of major institutional policies and procedures that lie within the remit of Academic Secretariat and/or OVPAA.
- Participating in and/or leading working groups and/or project teams.
- Maintaining a high level of awareness of and familiarity with sectoral developments, nationally and internationally, relating to academic governance and academic quality assurance.

- Undertaking such other duties as may be assigned from time to time by the Academic Secretary.

Qualifications and Experience

Essential Criteria

Applicants must hold a minimum of a primary degree or equivalent and should ideally have a minimum of 5 years' relevant experience in higher education administration, preferably including the provision of support to academic or related decision-making bodies and/or programme approval (accreditation) processes.

Desired Criteria:

In addition, applicants should possess:

- excellent oral and written communication skills
- excellent administrative and organisational skills, including a proven ability to meet deadlines and to produce a large volume of high quality documentation to deadline
- a significant understanding of academic governance and academic policy development
- a demonstrable commitment to the continuous improvement of process, procedures and, where relevant, related business solutions
- the ability to work flexibly and collaboratively
- the ability to deal confidently with academic and administrative staff at all levels in the University, to understand a wide range of different perspectives and to maintain confidentiality.

Essential Training

The post holder 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 appropriate.