



**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](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.

**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**

Please refer to the job description for a list of duties and responsibilities associated with this role.

### **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 dedication 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 comprehend 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.

**Salary Scale:** €53,960 - €77,637 per annum (Administrator I)

*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:** 10<sup>th</sup> September 2021

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

**Informal enquires:** Informal enquiries should be directed to Pauline Mooney, Academic Secretary, email: [pauline.mooney@dcu.ie](mailto:pauline.mooney@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at

<http://www.dcu.ie/vacancies/current.shtml> (external applicants)

Applications should be submitted by e-mail with your completed application form to

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref #BC210705 Academic Secretariat Administrator**

*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](#)*