



**Administrative Assistant – Professional 4
The Registry
Fixed Term Contract up to 24 Months**

Dublin City University

Dublin City University (DCU) 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’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

The Registry

The Registry is a busy and dynamic office environment with responsibility for the management and delivery of academic administration services to the University community. The primary areas of responsibility include student admission and enrolment; curriculum and student records; and University examinations and awards. The University’s room booking function also form part of Registry services. Registry operates two Information Services Areas for students; one at the Glasnevin campus and one at the St Patrick’s campus. Registry is currently structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisation structure of the Registry, including its responsibilities can be found at <http://www.dcu.ie/registry/index.shtml>

Student Information System Programme

As part of the DCU Strategy, the University has committed to a number of projects that will transform student and staff interactions and university operations. This is a multi-year programme that will enable new and improved ways of working that will enhance the staff and student experience. The Student Information System (SIS) is at the centre of the university's administrative operations and it facilitates the management of key processes and data. The first step and one of the most critical enablers of achieving DCU ambitions is the implementation of a flexible and robust SIS. This programme of work has now commenced. Implementation of the SIS will transform the way Registry supports academic administration and delivers its services.

Role Profile

The individual will be primarily located on the Glasnevin campus but may be required to move between any of the DCU campuses. This post will provide professional and comprehensive administrative services while assisting with the co-ordination and delivery of core Registry activities across both the Enrolment and Awards teams. The information below provides an indication of the type of duties that may be associated with any of the posts. The individual may be responsible for some or multiple elements of the student lifecycle. Indicative duties may change over time.

Duties and responsibilities include, but are not confined to the following:

- Project co-ordination and oversight of significant student lifecycle administrative functions, e.g. admission, registration, progression and examinations.
- Supervision of staff and allocation of project workloads and act as a query escalation point for team members.
- Updating and maintenance of student records and curriculum information on University systems.
- Manipulation and extraction of data from key systems. Design, and generate reports, analyse data and present results to inform decision-making.
- Publication and updating relevant information on the University website using Drupal.
- Provision of customer service support to enquirers to Registry, including answering queries from staff, students, prospective students and parents.
- Communication with staff and students regarding student lifecycle processes.
- Liaison with other University Offices as relevant, e.g. Finance, ISS, Fees, Disability, International, Student Support and Development.
- Review processes to ensure they are responding to customer needs, make suggestions for enhancements to processes and standard operating procedures and actively contribute to Registry quality enhancement initiatives.
- Development of standard operating procedures and processes to support Registry operations.
- Provide training for colleagues on various Registry systems and processes.
- Contribute to the development of the new Student Information System (SIS) and other systems to meet future needs of stakeholders.
- Provide administrative assistance to various team based Registry activities including registration and Progression and Award Boards.
- Representing Registry on relevant working groups and University events.

- Working as part of a team to ensure the effective delivery of Registry student services and operations.

Duties and responsibilities can change over time and other duties may be assigned by the Director of Registry or their nominee

Qualifications and Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) qualification plus 3 years recent and relevant experience in administration, preferably in a higher education environment.

In addition, the ideal candidate will have:

- Excellent organisational and administrative skills with experience in co-ordinating company or institution wide projects.
- The ability to multitask, prioritise tasks and work to deadlines.
- Demonstrable experience of flexibility and adaptability.
- The ability to supervise projects and work effectively as part of a wider administrative team with the capacity to identify key issues and propose solutions in a timely manner.
- Excellent IT skills with experience of large complex databases and collation and presentation of data using reporting tools.
- Excellent written, communication and interpersonal skills.
- The ability to engage effectively across a wide range Faculties and professional support units, building and maintaining strong working relationships.

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

Additional Information

A Registry Professional 4 panel may be formed from this competition. Successful candidates who are placed on this panel may be offered a Registry Professional 4 fixed term contract role which arises in the future. This panel will expire six months following the date of the interview for this competition.

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](#)