



JOB DESCRIPTION
Administrative Officer
Academic Secretariat,
Office of Vice-President Academic Affairs
Professional 4
Three-year fixed term contract

Overview:

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. 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.

Academic Secretariat, Office of the Vice President Academic Affairs (Registrar):

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.

Overview of the Role:

Reporting to the Academic Secretary or her nominee, and working as part of a professional team, the post holder will be responsible for the provision of administrative assistance to the VPAA/Registrar, the Deputy Registrar, the Dean of Teaching and Learning, the Academic Secretary, and other OVPAA colleagues across a range of areas that span the VPAA/Registrar's remit. The areas for which the individual will be responsible are multi-faceted in nature and require engagement with and comprehension of relevant policies, procedures and regulations, the use of multiple business systems, adherence to strict deadlines, the ability to simultaneously progress multiple processes and to observe confidentiality. In addition to working closely with senior colleagues within OVPAA, the post holder will routinely liaise with an extensive range of internal colleagues and external stakeholders.

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

- Duty for discharging administrative processes and related standard operating procedures attaching to OVPAA as they relate to existing and emergent areas of activity, inputting appropriately to their development, on-going refinement and related systems configuration
- Provision of comprehensive administrative assistance for meetings convened by the OVPAA senior team, including preparation of agenda, minutes and related documentation, related communication and follow up and all associated logistics
- The ability to extract, collate and present data from a variety systems and sources
- Preparation of presentations, including the collation and generation of content drawn from multiple sources and the production accompanying of high quality graphics and data visualisation
- Remit for the creation, coordination of multiple inputs to and maintenance of long and complex documents, acting as complier *and* first line copy editor of same
- Proficient use of presentation and publication software (PowerPoint, Visme, Prezi, Canva, Publisher etc.) and of data visualisation / presentation tools
- Duty for the preparation of content and for the publication of content to the web
- Triage and resolution of queries from students, staff and external stakeholders in respect of those areas of activity that lie within the VPAA/Registrar's remit, advising on and ensuring compliance with relevant policies, procedures and regulations, providing accurate advice and/or escalating queries as required
- Monitoring and maintenance of relevant FAQs, forms, guidance documentation and, where relevant, related systems, in service of the combined functions of OVPAA, co-ordinating input to same from a variety of sources and ensuring accuracy at all times
- Provision of administrative assistance to OVPAA-led funding applications and of related post award assistance, liaising with relevant colleagues and external agencies, as appropriate
- General administration and records management, in line with General Data Protection Regulation (GDPR) requirements and university policy, including Freedom of Information (FOI) requests

- Undertaking such other duties as may be assigned from time to time by the Academic Secretary or nominee(s).

Qualifications, experience and skills required

Essential:

Applicants for this post must hold a degree or equivalent (NFQ Level 7) qualification. They must also have a minimum of 3 years relevant experience in administration, preferably in a higher education environment or other complex or large-scale organisation.

Candidates must also be able to demonstrate evidence of:

- Strong organisation skills and the ability to coordinate and progress tasks associated with the post on their own initiative, and contribute to the on-going development and refinement of administrative processes.
- Strong writing skills, with an evidenced ability to interpret and accurately record complex content
- Demonstrable competency in the use of a wide variety of business systems, related tools and software
- Flexibility and drive, and an ability to work effectively as part of a wider administrative team
- Strong communication and interpersonal skills.

Desirable:

The capacity to discharge these duties through the medium of Irish would be an advantage but is not essential.