



Applications are invited from suitably qualified candidates for the following position

**Administrative Officer  
Academic Secretariat,  
Office of the Vice- President of 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.

## **Duties and responsibilities:**

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

## **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.

### **Mandatory 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 appropriate.

**Salary Scale:** €39,156 - €58,143 per annum (Professional 4 – salary scale)

*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:** Wednesday, 14<sup>th</sup> December 2022

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)

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-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 #BC220907a Administrative Officer**

*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](#)*