



Applications are invited from suitably qualified candidates for the following position

**Administrator  
Academic Secretariat, OVPAA  
Professional 6  
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 team, the post holder will be responsible for:

- the provision of comprehensive administrative and secretariat assistance to a number of University decision-making bodies
- the management and co-ordination of University curriculum approval processes
- the management and coordination of aspects of academic quality assurance
- the provision of guidance and assistance in respect of collaborative provision
- the systematic implementation and on-going review of policies and procedures that lie within 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, experience and skills required**

### **Essential:**

Applicants must hold a minimum of a primary degree or equivalent and a minimum of 5 years' relevant experience, ideally in higher education administration, preferably including the provision of assistance to institutional academic or related decision-making bodies and/or programme approval (accreditation) processes. Applications from individuals with experience in an equivalently complex quality assurance and/or governance related area would also be welcome.

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 knowledge 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.

### **Desirable:**

- Legal and/or regulatory qualifications or experience
- The ability to discharge the functions of the role through the medium of Irish.

## **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:** €57,263 - €81,573 per annum (Professional 6 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, 7<sup>th</sup> December October 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 #BC220908a 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](#)*