



JOB DESCRIPTION

**Administration Officer (Engagement)
Professional 4 (P4)
Office of the Executive Director for External Engagement
3 Years Contract Fixed Term (Full-Time)**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The Office of the Executive Director for External Engagement is responsible for oversight and the strategic development of the University's external engagements and stakeholder relationships at local, regional, national and international levels. Areas of responsibility include Student Recruitment, Alumni Relations, Global Partnerships and Engagement Governance.

The Director for Engagement Governance is responsible for the delivery and operation of a comprehensive Governance Framework and Stakeholder Relationship Management strategy. Areas of responsibility also include the oversight of University Scholarships and the Cultural Arts Office,

advancing DCU's reach and impact through a range of creative and visual arts opportunities and collaborations.

Role Profile

We are seeking an Administrative Officer to report to the Director of Engagement Governance. This is a brand new role in an expanding unit within the University.

The appointed Administrative Officer will provide key support for the development of reporting frameworks and systems that deliver comprehensive governance practices and foster confidence in the University's broad range of external relationships. In addition, they will play an important role in delivering effective oversight of University scholarships and providing administrative assistance for DCU's Scholarship Advisory Committee. As and when required, the appointed candidate will provide event assistance to the Cultural Arts Officer and will participate on various initiatives with colleagues in the wider External Engagement team.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Providing day-to-day administrative assistance to the Director of Engagement Governance.
- Assisting with the development and maintenance of an appropriate relationship management system for the University.
- Supporting the delivery and maintenance of a university-wide scholarship management system.
- Assisting in the development and implementation of recommendations for effective oversight and good practice in relation to university scholarships.
- Develop and maintain the University's Scholarship web content.
- Liaise with Faculties and Units to ensure accuracy of data recorded; track key changes to data.
- Collate, analyse and generate regular reports on data relating to scholarship allocation and funding; the contribution of scholarships to supporting student recruitment targets etc. as required by the Director of Engagement Governance, DCU senior management, the Scholarship Advisory Committee and Audit Committee
- Introduce and train team members on new systems as required.
- Safeguard standards of confidentiality and ensure compliance with data protection in relation to the collating and analysing data and other information for reports.
- Link in at regular intervals with the University's SIS project team to ensure a coherency in approach to capturing data and maintaining records.
- Contribute to projects/initiatives involving colleagues in the Office of the Executive Director of External Engagement as required.
- Assisting with cultural arts event logistics and provide assistance as required to the Cultural Arts Officer.
- Liaise with other areas of the University and with external organisations as required by the Director of Engagement Governance.

- Undertake any other duties commensurate with the post and grade as determined by the Director of Engagement Governance.

Qualifications and Experience

Candidates must have a Primary Degree, or equivalent qualification, plus 3 years recent and relevant experience in administration, preferably in a higher education environment. The successful candidate will possess excellent organisational and administration skills as well as excellent IT skills, database experience and an ability to effectively collate and present data using reporting tools.

In addition, the ideal candidate will have:

- The ability to work effectively as part of a wider administrative team with the capacity to identify key issues and propose solutions in a timely manner.
- Excellent written, communication and interpersonal skills.
- The ability to develop and maintain good working relationships with fellow colleagues and internal and external stakeholders
- The ability to multitask, prioritise tasks and work to deadlines.
- Demonstrable experience of flexibility and adaptability.
- Demonstrable ability to work with multiple digital technologies and a solid comprehension of mobile and web technology.