JOB DESCRIPTION

Programme Management Team Administrator
Professional 4
DCU Business School
Permanent & 2 Years Fixed Term

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.

Overview of the department

An innovative and dynamic business school, DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

Role Profile

The successful candidate will report to the Faculty Manager of DCU Business School or his/ her nominee and will liaise closely with academic programme chairs, lecturers, students and with colleagues in the Registry and other faculties on a regular basis.

As part of the school's Programme Management Team, the successful applicant will work within a number of specified areas, as determined by the Faculty Manager or his/her nominee, to provide professional and comprehensive administrative and support services to the Faculty. Duties will include academic programme management, timetabling, examinations administration and assisting with important strategic projects as needs dictate. This post is intended to assist the school in attaining its strategic objectives and to respond to emerging market opportunities and developments. As such, the range of duties and responsibilities of the post holder may be subject to change.

Duties and Responsibilities

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

- Academic programme management
- Examination administration
- Timetabling
- Student recruitment and faculty promotion
- Project management
- Preparing reports and providing statistical information
- General faculty administration and records management
- Programme academic structures
- Information services
- Participation in school and university committees
- Any other duties which may be assigned from time to time by the Head of School/Unit or his/her nominee

Qualifications and Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.
In addition, the ideal candidate will:
- 5 years' relevant experience in administration.
- Have a proven track record in administration in a complex or large-scale organisation.
- Well-developed IT skills and a high level of proficiency, experience of working with databases.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- Demonstrate an ability to work effectively as part of a wider administrative team.
- Have excellent written, communication and social skills.
- Be able to contribute to the on-going development and refinement of administrative processes.