



JOB DESCRIPTION

**Administrative Assistant
Professional 4
Faculty of Science and Health
2-year fixed term Contract**

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

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical

Sciences, Health and Human Performance, Mathematical Sciences, Nursing, Psychotherapy and Community Health, Physical Sciences, and Psychology together with three National Research Centres and a number of large-scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Role Profile

The successful individual will provide comprehensive administrative assistance in a number of specified areas, as determined by the Faculty Manager or nominee(s). The areas for which the post holder will be responsible are multi-faceted in nature. The roles will involve the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes. Due to ongoing developments within the faculty and the university at large, the range of duties and responsibilities of the post holders will be subject to change. The successful individual will report to the Faculty Manager or nominee(s) and will liaise closely with the faculty administrative team, heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units, and external stakeholders on a regular basis.

Duties and Responsibilities

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

- Examination and assessment administration including the processing of large volumes of results within specified timeframes; maintaining data accuracy, quality and integrity; producing reports and providing assistance for internal review and examination boards; advising on and ensuring compliance with relevant regulations.
- School of Nursing student placement support including inputting of student data into the ITS system; monitoring of agreements; liaison with programme coordinators and with external clinical partner services; engagement with relevant university units.
- Academic programme administration including comprehensive support for programme boards – arrangements for meetings including preparation of all relevant documentation, recording minutes of meetings and follow up in line with university processes and committee requirements; giving guidance on university regulations; supporting programme accreditation and review.
- Timetabling including preparation of teaching allocations in conjunction with Heads of School and other relevant stakeholders; planning for and generating timetables for a large number of undergraduate and postgraduate programmes currently using Scientia resource management software, and ensuring that the requirements of each programme, school and student group are met.
- Research administration including assistance for research student registration; scholarships; competitive funding schemes, and associated processes, e.g. expense claims, staff requisitions, allocation of research space, account queries and reporting.
- Student recruitment and faculty promotion including production and maintenance of programme print materials and online content; participation and support for student

recruitment events; working closely with academic colleagues and relevant stakeholders to support digital campaigns, advertisements, visual content, and video and photographic content.

- General faculty administration and records management, in line with General Data Protection Regulation (GDPR) requirements and university policy including Freedom of Information (FOI) requests.
- Participation in and contribution to school, faculty and university working groups and committees and infrastructural development projects.
- Any other duties which may be assigned from time to time by the Dean or his/her nominee.

Qualifications and Experience

Essential:

- Applicants for this post must hold a degree and have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment.

Candidates must also be able to demonstrate evidence of:

- Strong IT and project management skills and be able to demonstrate competency in the use and deployment of a wide variety of business systems.
- 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.
- Flexibility and drive and an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.

Desirable:

- Applications from individuals who have a demonstrable track record in effectively administering multifaceted processes and operations, and/or who have participated in company- or institution-wide projects would be particularly welcome. The capacity to discharge these duties through the medium of Irish would be an advantage but not essential.