



**Administrative Officer
Professional 4
Faculty of Humanities and Social Sciences
18-month Fixed Term Contract**

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 Faculty

The Faculty of Humanities and Social Sciences is DCU's largest faculty with seven schools located across DCU's three campuses; School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music.

These school's deliver a range of undergraduate, postgraduate taught and research programmes in subjects such as Law, Politics and International Relations, Communications, Media and Journalism, Applied Languages and Translation studies, History and Geography, Irish language and contemporary culture, English literature, Music and Choral studies, Philosophy, Theology and Religious Studies. The faculty has a student body in excess of 4,400 ranging from undergraduate degrees, taught masters and PhDs by research.

With over 200 research students, an average of 10 monographs and 125 international peer-reviewed publications per year and an average externally generated research expenditure of over €3 million per

year, the faculty has a strong research profile of international standing and is home to a number of research centres and institutes.

Role Profile

This position is located within the Faculty Office and is based on the Glasnevin campus. The person appointed will be responsible for delivery of quality supports in key areas of faculty operations. The successful individual will report to the Faculty Manager (or Nominee) and will work proactively with Heads of Schools and other key academic and administrative colleagues within the Faculty Office team and across the University.

Duties and Responsibilities

While the person appointed may be assigned to any area of Faculty Operations, it is anticipated the primary areas of focus will relate to programme administration and HR contract administration. The role involves the use of multiple business systems and the engagement with multiple stakeholders across the University.

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

- Working with the Programme Administration team to deliver accurate examination and assessment results, ensuring data accuracy, quality and integrity is maintained.
- Schedule review meetings and prepare associated papers for consideration, collate membership, circulate invitations, book venues, record minutes and matters arising.
- Work to resolve issues and queries pre and post review meetings.
- Understand and maintain accurate academic structures on the associated business systems ensuring regulatory compliance.
- Assisting with Programme Accreditation(s), Period Programme Review and Annual Reviews as appropriate.
- Participate in working groups for system and process developments.
- Work with the Heads of School and staff to initiate new staff contracts on the Staff Requisition system ensuring full and accurate information is communicated in the approval workflow.
- Maintain a database of staff requisitions and monitor the progress of same.
- Monitor costs associated with staff requisitions to ensure alignment with agreed budgets.

Qualifications & Experience

- Candidates must have a primary degree (NFQ Level 7) and a minimum of 3 years' relevant experience in administration.
- Excellent organisational skills and attention to detail.
- Experience in working successfully with a range of stakeholders.
- Excellent social, oral, and written communication skills.
- Proven ability to work effectively as part of a wider team.

In addition, the successful individual will ideally have:

- Knowledge of the Irish education system,
- Prior experience of administering multifaceted processes in a large-scale organisation,
- Demonstrable experience in the use of complex IT systems
- A flexible positive attitude with strong stakeholder service focus
- Demonstrable commitment to high quality in their work.