



**Centre Administrator, Grade II
Mater Dei Centre for Catholic Education
DCU Institute of Education
Permanent, Part-Time Contract (0.5)**

Dublin City University www.dcu.ie 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

DCU Institute of Education

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Mater Dei Centre for Catholic Education

The Mater Dei Centre for Catholic Education (MDCCE) facilitates and supports Catholic Education in its variety, working collaboratively and generously with students and stakeholders from within its own community and with those of other traditions and beliefs. The activity of MDCCE is complementary to the common programmes of the University, seeking to continue to promote the Catholic tradition of an integrated formation for those wishing to teach in Catholic schools.

Overview of the Role

Reporting to the Senior Administrator, Professional Services (or nominee), the successful candidate will be based in the MDCCE (St Patrick's Campus) and will be responsible for supporting the day-to-day activities of the Centre, for customer service, and for providing support to the Director of the Centre and Centre researchers. The successful candidate will work closely with the Director of MDCCE.

The individual will be part of a team within the Denominational Centre and will work closely with colleagues across the wider unit and with stakeholders within and beyond the university. He/she will also

be expected to work on his/her own initiative and to liaise with relevant administrative and support staff across the University. The post will be primarily based on DCU St Patrick's campus but from time to time may involve working off-campus representing the Centre at conferences and information events.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

Centre Director Support

- diary management;
- room and catering bookings;
- act as secretary to the Centre's Advisory Board, to include document preparation, administrative arrangements and minuting;
- assist with event management and coordination;
- provide active assistance with marketing centre initiatives and activities including attending promotional events, and update Centre webpages.

Customer Service

- act as the first point of contact for the Centre for staff, students and members of the public;
- provide frontline customer service, appropriately handling enquiries from DCU staff, students and the public, including referring enquiries to relevant Centre staff and associates.
- meet and greet visitors to the Centre including those attending events and appointments.

Finance Support

- routine administration to include: raising purchase orders, checking and processing invoices, confirming deliveries, processing travel claims, and updating systems as appropriate.

Module Support

- provide active support to students who interact with the Centre, including those taking Centre modules.

Team working

- work collaboratively with Centre colleagues and other Institute staff to ensure all Institute activity is appropriately supported during leave periods or periods of high activity.

Routine Administration

- general office duties, including for example, the use of various databases, records maintenance, data collation, stock taking, managing post, document formatting and production, and data entry and related checks and analysis.

The individual will also be expected to participate in relevant training and to work across campuses as required.

Candidate Requirements

- Leaving Certificate or equivalent, a recognised Secretarial Course and a minimum of three years' relevant office experience
- Good interpersonal and customer service skills; capable of dealing professionally and competently with students and staff
- High level of competence in computer literacy
- Excellent organisational skills
- High level of professionalism
- Good written and verbal communication
- Good standard of numeracy
- Flexibility in approach to workload, and ability to take accountability for one's own workload
- Discretion and confidentiality.

Mandatory Training

The individual will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required.