



## **JOB DESCRIPTION**

### **Administrative Assistant (Grade IV) Faculty of Engineering and Computing Permanent**

#### **Introduction**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

#### **Faculty Overview**

The Faculty is home to three Schools and hosts or participates in a number of large scale research centres. We offer degree programmes at Bachelors, Masters and PhD levels, while online Level 9 courses are now enabling those in employment to upskill in sought after areas such as Artificial Intelligence and the Internet of Things. Our graduates continue to be highly sought after by industry, and their continued employability is assured through the Faculty's ever deepening links with industry partners and an evolving curriculum that allows real-world work experience, industry-led team challenges and global engagement in line with DCU's internationalisation strategy.

The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Support Unit for which the Faculty Manager has overall management brief.

#### **Role Profile**

The Faculty Support Unit is now seeking to appoint an Administrative Assistant to join the team. The Administrative Assistant will report to the Faculty Manager (or nominee) and will liaise closely with Faculty staff, Heads of School and with colleagues in central units across the University.

The Administrative Assistant will provide a professional and comprehensive administrative service in support of a range of Faculty activities and as part of the Teaching & Learning administrative team.

The successful candidate will provide comprehensive administrative assistance on all key projects in the Teaching & Learning team. The role involves 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.

## **Duties and Responsibilities**

The duties and responsibilities of the post include but are not limited to the following areas:

### **Examinations Administration**

- To include validation of examination timetables, processing examination results, ensuring data accuracy, quality and integrity is maintained;
- Producing accurate broadsheets for review with internal and external academic colleagues whilst adhering to University regulations;
- Progression and resolution of issues and queries relating to examinations administration;
- Generation of reports and maintenance of examination related records;
- Validation of graduation data.

### **Timetabling**

- Planning for and generating timetables for a number of undergraduate and postgraduate programmes, ensuring all logistic issues are considered;
- Extracting and analysing timetabling data, maintaining relevant records.
- Participating in ongoing timetable system developments.

### **Academic Programme Administration**

- Provision of comprehensive administrative assistance to Faculty Programme Boards, creating agenda for meetings, minute taking for assigned Programme Boards and pursuing arising actions and maintaining appropriate records.
- Updating approved academic programme information on relevant databases;
- Provide administrative guidance to academic colleagues on University regulations/Marks and Standards;
- Assisting with Programme Accreditation(s), Period Programme Review and Annual Reviews as appropriate;
- Liaising with central University units in relation to student queries and applications.

### **GDPR**

- A responsibility for the Faculty records management policy in conjunction with FOI requirements, GDPR requirements and University policy;

### **Other Areas**

In addition to the above, the duties and responsibilities attaching to the post will also include the following:

- Participation in Faculty and University working groups, specifically in relation to Student Information Systems [SIS]; contribution as part of the administrative team assisting the student life cycle.
- Other duties as assigned from time to time.

Due to the dynamic environment within the Faculty and the University, the range of duties and responsibilities attaching to the post will be subject to change.

## **Qualifications & Experience**

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.

In addition, the ideal candidate will:

- Have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative,
- Be reliable and demonstrate a flexible positive attitude
- Be able to contribute to the on-going development and refinement of administrative processes.
- Demonstrate an ability to work effectively as part of a wider administrative team,
- Have excellent written, communication and social skills.
- Experience in the use of systems such as ITS, GURU, and Syllabus+ would be an advantage

## **Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

## **Competencies**

Applicants will be assessed under the following competencies:

### **Building & Maintaining Relationships**

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

### **Personal Effectiveness and Excellence**

Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

### **Problem solving and Decision Making**

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

### **Communication**

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.