



Applications are invited from suitably qualified candidates for the following position

**Senior Administrative Assistant (Enrolment/Awards) Grade V  
Registry  
Permanent Contract**

### **Overview**

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.

### **Overview of the department**

Registry is a busy and dynamic office environment with responsibility for the management and delivery of academic administration services to the University community. The primary areas of responsibility include student admission and enrolment; curriculum and student records; and University examinations and graduation. The University's room booking function also form part of Registry services. Registry operates two Information Services Areas for students; one at the Glasnevin campus and one at the St Patrick's campus. Registry is currently structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisation structure of the Registry, including its responsibilities can be found at <http://www.dcu.ie/registry/index.shtml>

### **Student Information System Programme**

Under the DCU Empower initiative, the University has committed to a number of projects that will transform how we interact with students and staff. DCU Empower is a multi-year programme that will enable new and improved ways of working that will enhance the staff and student experience.

The Student Information System (SIS) is at the centre of the university's administrative operations and it facilitates the management of key processes and data. The first step and one of the most critical enablers of achieving DCU ambitions is the implementation of a flexible and robust SIS. The SIS programme is now being mobilized. Implementation of the SIS will transform the way Registry supports academic administration and delivers its services.

## **Role Profile**

Registry is looking to recruit a Senior Administrative Officer (Grade V). The person will be primarily located on the Glasnevin campus, but may be required to work on any DCU campus. The post of Senior Administrative Officer aims to provide professional and comprehensive administrative services in a range of areas and activities. The post holder will contribute to the primary areas of activity of the Registry, including admissions, curriculum, examinations, graduation, international assessments, online registration, postgraduate research student administration, progression and award boards, publications and registry information services. The duties of the postholder may change over time in line with ongoing developments within Registry, the University and nationally.

## **Duties and Responsibilities**

Please refer to the job description for a full list of duties and responsibilities associated with this role.

## **Qualifications and Experience**

Candidates must have a Primary Degree or equivalent (NFQ Level 7) qualification in an appropriate area plus 3 years' relevant experience.

### **In addition, the ideal candidate will have:**

- Demonstrated relevant administration experience, preferably in a higher education environment
- Proven ability to lead a team at various grades
- Experience of managing projects and operations
- The ability to meet and adhere to strict deadlines, prioritise and multi task
- Proven experience of working with IT systems to include large databases and data manipulation
- Competency in the use of, and contribution to the development of, computerised systems
- Excellent presentation skills to include experience of presentation and delivery of training to diverse groups
- Strong interpersonal skills and an ability to build and maintain excellent working relationships
- Excellent organisational and administrative skills, including attention to detail and report writing
- Experience of managing meetings

A Senior Administrative Officer (Enrolment/Awards) panel for Registry may be formed from this competition. Successful candidates who are placed on this panel may be offered a Senior Administrative Officer role, which arises in the future in Registry. This may be either permanent or a fixed term contract. This panel will expire six months following the date of interview for this competition.

## **Mandatory Training**

The postholder 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 required.

**Salary Scale:**

€ 49,179- € 59,260 (*Senior Administrative Officer I*)

*\* Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scales, in line with current Government pay policy.*

**Closing date: Monday 25<sup>th</sup> January 2021**

**Informal Enquiries in relation to this role should be directed to:**

Ms Gillian Barry, Deputy Director, Registry, Dublin City University.

Email: [gillian.barry@dcu.ie](mailto:gillian.barry@dcu.ie)

*Please do not send applications to this email address, instead apply as described below.*

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at

<http://www.dcu.ie/vacancies/current.shtml>

Applications should be submitted by e-mail with your completed application form to

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref #BC2005a Senior Administrative Assistant (Enrolment/Awards) Grade V**

*Dublin City University is an equal opportunities employer. In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available [in the DCU Policy Starter Packs](#)*