



JOB DESCRIPTION

DCU Business School Administrative Assistant – Accreditations and Strategic Projects 5 Year Fixed Term Contract

Dublin City University

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.

Overview of the department

DCU Business School is one of five faculties in DCU and it offers a distinctive, high quality, industry-engaged, and research-informed curriculum across seven undergraduate programmes, 18 masters programmes and a doctoral programme. The School is also recognised for producing internationally impactful scholarly research and industry engagement is central to all the School’s strategic activities. The School is accredited by AACSB and AMBA, has been awarded the Small Business Charter from the Chartered Association of Business Schools and is included in the FT Top 95 European Business Schools 2020 ranking.

Role Profile

As part of the school's larger administration team, the successful applicant will work within the remit of Accreditation, Assurance and Strategic Projects. They will help create and maintain system(s) to collect, analyse and report on all required types of information for accreditations, rankings and quality assurance purposes and will support the maintenance and development of related information management processes.

The successful candidate will report to the Faculty Manager of DCU Business School and will work directly with the Accreditations and Assurance Coordinator to achieve the School's objectives concerning accreditations, rankings, quality assurance, and information analysis and management more generally. They will also liaise with academic and administrative colleagues in the School and University and engage regularly with accreditation and rankings bodies and other stakeholders.

Duties and Responsibilities

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

- Management and collection of all types of information that support accreditations, rankings, quality assurance and information management processes
- Support the organisation and preparation of accreditation/re-accreditation processes
- Development and management of the school's accreditations software/databases
- Creation and management of school surveys
- Production of a variety of statistical analyses and reports
- Creating data graphs, dashboards, and visualisations
- Compilation and submission of information to ranking and award schemes
- Provision of administrative support for strategic projects as required
- Assist with the organisation and coordination of strategically important events and conferences hosted by the school
- Participation in school and university committees
- Any other duties which may be assigned by the Faculty Manager or his/her nominee

Qualifications and Experience

- Applicants for this post must hold a primary degree or equivalent, and have a proven track record in efficiently collecting, analysing, interpreting and managing data and preparing related reports.
- The ideal candidate will typically have experience of working in a complex or large-scale organisation and will be proficient in the use of a wide variety of IT systems.
- Applicants should possess strong numerical and analytical skills and show considerable attention to detail.
- Applicants should be well organised, able to co-ordinate and progress tasks using their own initiative, and also should demonstrate an ability to work effectively as part of a team.
- Applicants should have good written, communication and interpersonal skills.