JOB DESCRIPTION

Administrative Assistant (Grade IV)
Faculty of Engineering and Computing
Three Year Fixed-Term Contract

Background

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.

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. 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.

Centre for Doctoral Training in Advanced Metallic Systems (AMSCDT) and HCI Pillar 3 Certificate in Innovative Materials for Industry 4.0

The Centre for Doctoral Training in Advanced Metallic Systems (AMSCDT) is a joint venture between Dublin City University, University College Dublin, University of Sheffield, and University of Manchester. AMSCDT is committed to provide high quality training to the next generation of globally competitive doctoral level graduates with the knowledge, skillset, and mind-set to lead the future Ireland advanced manufacturing industry. All of our students have an industrial sponsor.

Funded through HCI Pillar 3, the Certificate in Innovative Materials for Industry 4.0 is designed as per the HCI 3 project application to be a programme in advanced manufacturing tailored to professionals seeking a comprehensive upskilling in state of the art Industry 4.0 materials processing technologies and concepts. The programme will upskill the participants to enable Irish industry to be competitive through the digital transformation in their (manufacturing/engineering) companies. The programme content includes the required elements of challenge-based learning and training in transversal skills. The modules will be delivered through a combination of blended learning and e-learning, using omnipresent tools including virtual reality (VR) learning environments. The design and development of VR sessions for an engaged student experience is one of the major aspects of this programme.

Role Profile

The AMS Centre for Doctoral Training and the HCI Pillar 3 is now seeking to appoint an Administrative Assistant to join the team. The Administrative Assistant will provide a professional and comprehensive administrative service in support of a range of activities equally split between the AMS Centre for Doctoral Training and HCI Pillar 3. This single full time post will be funded equally as a 0.5 by the AMS Centre for Doctoral Training and as a 0.5 by HCI Pillar 3.

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.

Relationships:
The Administrative Assistant will report directly to the Faculty Manager (or nominee) and will work closely with the Director, AMSCDT Manager and HCI Lead, and academic staff.

Roles and Responsibilities

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

- Provide administrative assistance in facilitating the academic staff in the universities on the preparation of modules, including video recording and laboratory training content
- Support and coordinate the process for the development of technical content and assessment and assist in enhancing the quality of the video content provided to students
- Collate the module subjective and objective assessments and uploading them on the VLE e.g. Moodle/Blackboard)
- Support and facilitate accreditation of modules, participation in the relevant committees and communication with school/faculty administration staff
- Develop and implement best practice procedures and processes that allow for the timely and accurate development and delivery of modules to partner universities and international students
- Participate in Advanced Metallic Systems Centre for Doctoral Training and I-Form Centre activities, including industry showcases, annual reviews and industry and agency visits to the labs.
- Ensure objectives are met across the lifecycle of the project, including the developing, delivering and monitoring of academic programmes / micro-credentials / specific projects.
- Provide advice, guidance and identify points of escalation for issues and challenges.

- Monitor Faculty / Unit / External Institutional efforts to deliver targeted student registrations on new programmes / specialisms / micro-credentials while, at a minimum, sustaining student numbers within existing courses collectively at March 2020 levels.
- Facilitate and monitor how the impact of new approaches goes beyond the nominated programmes by involving a wide number of academics in the initiatives.
- Provide reporting to the programme management team and steering committees, engage with financial management and support oversight of the project in line with HCI terms and conditions.
- Participate in institutional or project audits for the use of HCI funds awarded.
- Play a part in the coordinated management of relationships with all internal and external key stakeholders to support development and delivery efforts, including the programme management team, the student recruitment team, other DCU faculties and units, external institution leads, and enterprise partners.
- Provide advice and support to the programme / projects administration to enable effective decision making and achievement of outcomes as set out in the HCI proposal.
- Support the delivery of strategic change with peers and senior internal staff through a combination of project and business-as-usual activity; balancing competing priorities within resources.
- Support governance and programme/project committee requirements by working closely with steering committees, programme management team and/or external institution leads.
- Duties and responsibilities may change over time and other duties may be assigned by the Faculty Manager or nominee

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 Moodle, LOOP, GURU or Blackboard would be an advantage

Competencies required
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.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.