



JOB DESCRIPTION

DCU Connected Development Programme Administrative Assistant - (Grade IV) Fixed Term Eleven Month Contract

Introduction

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 Connected Development Programme

The DCU Connected Development Programme will ensure that the University can respond to increasing demand for flexible lifelong learning and that our fully online qualifications continue to meet the same high academic standards as all campus-based programmes. This new position of Administrative Assistant provides an exciting opportunity for the successful applicant to support the implementation of the DCU Connected Development Programme.

Role Profile

The position of Administrative Assistant provides administrative and operational support for the DCU Connected Development Programme. This is an exciting and challenging role that involves providing day-to-day support for the implementation of the development programme working closely with key members of the project team. The role includes administrative support and project management for several working groups and communicating and liaising with relevant stakeholders across the university. Specific duties associated with the role include serving as administrative lead, arranging and coordinating meetings, preparing relevant documentation, keeping accurate notes, maintaining

a register of key actions, and ensuring regular progress reporting. The Administrative Assistant reports to the Head of the Open Education Unit and the NIDL Director.

Duties and Responsibilities

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

Administrative Management:

- Administrative coordination of DCU Connected Development Programme
- Arrange, coordinate and participate in meetings and working groups
- Prepare documentation, briefing materials and keep accurate notes to support meetings and working groups
- Provide administrative support for working group chairs
- Gather and analyse relevant data from DCU systems and prepare brief reports
- Produce draft documents, procedures and/or proposals that will inform decision-making
- Contribute to the development of relevant policies, procedures and guidelines
- Provide direct administrative support for the Head of the Open Education Unit/NIDL Director throughout the DCU Connected Development Programme

Project Management:

- Support day-to-day project management
- Keep files, records and documentation up to date
- Monitor progress for different focus areas and keep track of planning, timelines and deliverables
- Maintain a register of progress, key actions and risks
- Support with regular progress reporting against milestones and outputs in the Implementation Plan

Stakeholder Communication:

- Support communication and liaison with relevant stakeholders
- Serve as a point of contact for queries related to the DCU Connected Development Programme
- Maintain and keep up-to-date the Communication Plan for the DCU Connected Development Programme
- Prepare draft communication documents for different stakeholders
- Keep the Head of the Open Education Unit and NIDL Director informed of new Developments

Any other appropriate duties that may be assigned from time to time by the Head of Open Education and/or NIDL Director.

Experience, Skills and Qualifications:

The post holder must hold a degree or equivalent and have a proven track record in administration in a higher education environment. The successful candidate will have:

- Strong organisational skills; capable of coordinating and progressing tasks on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes.
- Flexible and possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.

In addition, the ideal candidate will have:

- A demonstrable track record in effectively administering and providing project management support for multifaceted projects.

- Experience in the use of DCU IT systems with an interest or background in the area of online education.

Essential Training

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