



JOB DESCRIPTION

Administrative Officer Professional 4 DCU Business School Permanent Contract

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. DCU Business School has an excellent research profile characterised by its industry relevance and a strong international reach. As a mark of the quality of the school, the school has leading international accreditations such as AACSB and AMBA, and it has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative

internationally focused school which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

Role Profile

This position is located on the Glasnevin campus. The person appointed will be responsible for delivery of quality supports to the DCU&PNU project and other projects of strategic importance to DCU Business School. The successful individual will report to the Academic Director Middle East and the Faculty Manager and will work proactively with the academic and admin team based in PNU and DCU, as well as other key academic and administrative colleagues within the Faculty Office team and across the University.

Duties and Responsibilities

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

- Working with the Programme Administration team to deliver accurate examination and assessment results, ensuring data accuracy, quality and integrity is maintained.
- Schedule review meetings and prepare associated papers for consideration, collate membership, circulate invitations, book venues, record minutes and matters arising.
- Work to resolve issues and queries pre and post review meetings.
- Appreciate and maintain accurate academic structures on the associated business systems ensuring regulatory compliance.
- Assisting with Programme Accreditation(s), Period Programme Review and Annual Reviews as appropriate.
- Participate in working groups for system and process developments.
- Work with the Heads of School and staff to initiate new staff contracts on the Staff Requisition system ensuring full and accurate information is communicated in the approval workflow.
- Maintain a database of staff requisitions and monitor the progress of same.
- Monitor costs associated with staff requisitions to ensure alignment with agreed budgets.

Qualifications and Experience

- Candidates must have a minimum of 3 years' relevant experience in administration.
- Excellent organisational skills and attention to detail.
- Experience in working successfully with a range of national and international stakeholders.
- Excellent social, oral, and written communication skills.
- Proven ability to work effectively as part of a wider international team.

In addition, the successful individual will ideally have:

- Knowledge of the Saudi visa/travel regulations,
- Prior experience of administering international projects in an education setting,
- Demonstrable experience in the use of complex IT systems,
- A flexible positive attitude with strong stakeholder service focus
- Demonstrable commitment to high quality in their work.