

## **Dublin City University Business School (DCUBS)**

### **Manager of Faculty Administration (Permanent)**

The Manager of Faculty Administration will have responsibility for coordinating all aspects of faculty administration. This will include administrative support to faculty members and students, coordination with other faculties and administrative units within the university and client relationships with external stakeholders. The appointee will report to the Dean of the Business School.

A degree and a number of years of work experience are minimum requirements for the post. The successful candidate will be enthusiastic, have excellent interpersonal and organisational skills and will be a team player. A demonstrated ability to organise and coordinate the work of staff is essential.

The duties and responsibilities of the post will include the following:

- Support the Dean in budget management and financial control;
- Develop and implement a file and record management policy for the Faculty;
- Identify and implement best practice procedures of faculty support and administrative service to students;
- Maintain the asset register for the Faculty and advise the Dean on appropriate acquisitions;
- Manage the usage of the physical plant assigned to the Faculty;
- Coordinate administrative support to the Associate Deans in support of the management of academic programmes;
- Put in place effective methods of handling enquiries and requests for information originating both from within and outside the university;
- Oversee the career development of administrative staff;
- Liaise with other units within the University, for example, Human Resources, Finance, Registry, Buildings, Computer Services Division, Education Services, President's Office and Secretary's Office;
- Any other duties or responsibilities as may be assigned by the Dean

For further details please contact Professor Tom McCarthy, Dean of the Business School, Tel:( 01 700 5659), Email [tom.mccarthy@dcu.ie](mailto:tom.mccarthy@dcu.ie).

**Salary scale: €37,433-€54,620**

**Closing date: 7 February 2003**