

Oscail
National Distance Education Centre

Administrative Assistant Grade IV

Oscail - The National Distance Education Centre

Oscail, the National Distance Education Centre, based in Dublin City University, has a student base of around 2,500 students at both undergraduate and postgraduate levels. In addition, there are around 800 students taking introductory modules. Oscail employs in the region of 300 tutors across Ireland.

Oscail presents a number of programmes of study. The majority of the students are concentrated in two of these, the BSc in Information Technology and in the BA in Humanities. The other programmes, while attracting fewer students, are nonetheless, making a significant contribution in their respective domains - Bachelor of Nursing Studies, MSc in Internet Systems (MSIS), MSc in Management of Operations (MOPS) and MSc in Management and Applications of Information Technology for Accountants (MITA).

All programmes are accredited by DCU. In addition, the Bachelor of Arts (Humanities) is accredited by NUI Galway, NUI Maynooth, University College Cork, University of Dublin and University of Limerick.

Staff

Oscail has a current staffing complement of 38, including 8 academics, 3 student advisors, 6 administrators, a Webmaster and 20 clerical staff.

Administrative Assistant

The successful candidate will provide professional, comprehensive administrative support services to the Director of Oscail and other senior staff and will work, as part of the Operations Management Committee, to contribute to establishing and maintaining the administrative and support systems of Oscail.

Duties and Responsibilities

- Manage Oscail's financial activity on an ongoing basis, preparing monthly, quarterly and annual reports
- Prepare annual and quarterly budgets in liaison with the Director and the university's finance office
- Monitor, analyse and report on Oscail's expenditure in relation to these budgets on a regular basis
- Establish and manage efficient and transparent financial control systems
- Manage Oscail's purchase orders and cheque requisitions
- Manage the processing of staff, tutor and external academic expenses claim forms
- Manage the tutor payment process
- Ensuring that all payments are made in a timely fashion
- Act as the liaison person between Oscail and the University's Finance Office
- Fees reconciliation and fee refunds
- Preparing Oscail's annual Academic Structures report
- Liaising with computer Services Department on Oscail's requirements for the ITS records system
- Testing any Oscail-specific software and menus
- Providing statistical information on student enrolment and related issues
- Setting up tutor information on ITS database system
- Other duties as assigned by the Director of Oscail

Administrative Assistant

Essential

- A primary degree.
- Experience of academic or other administration.
- A record of successful team working.
- A willingness to innovate and to implement change.
- The ability to prioritise, to manage workloads and to meet deadlines.
- Proven communication and interpersonal skills.
- An ability to analyse and constructively criticise administrative systems.
- An ability to contribute effectively to the administrative work of Oscail
- Good experience in the use of common software reporting tools – for example Excel, Access and PowerPoint
- Experience in the use of Database Management Systems

Desirable

- Previous experience of Distance Education and/or Adult Education
- An academic and/or experiential background in IT and/or a business discipline

Salary: €28,805 - €39,271
Closing Date: 22nd November 2002