

Faculty of Engineering and Design

JOB TITLE: ADMINISTRATIVE ASSISTANT

FUNCTION: To provide professional and comprehensive administrative and support services to the Faculty and specifically to organise, co-ordinate, progress and monitor administration in the Faculty, under the direction of the Senior Administrative Assistant.

RELATIONSHIPS: The Administrative Assistant will report to the Senior Administrative Assistant. The Administrative Assistant will carry out work for the Dean or his/her nominee, and will work with the Heads of School and Chairpersons of Programme Boards.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following is a broad but not exhaustive list of the principal duties of the post:

- 1. Examination Administration**
Managing the collection of examination papers and the processing of exam results in the Faculty. This involves checking examination timetables, inputting and checking results, liaison with external examiners, arranging Examination Review Committee and Progression and Award Board meetings in conjunction with the Exams Office, dealing with queries regarding exams and results, and checking graduation convocation brochures.
- 2. Financial Administration**
Managing the Faculty's financial transactions, which involves processing purchase orders and approving invoices, setting up new purchasing accounts, liaising with the Finance Office and suppliers, and dealing with cheque requisitions, travel claims and script payments.
- 3. Timetabling**
In conjunction with the Senior Administrative Assistant and the Heads of School, planning and timetabling all academic programmes, which are offered by the Faculty.
- 4. Personnel Administration**
Liaising with the Human Resources Office on behalf of the Dean and Heads of School. Completing staff request forms and processing claim forms for part-time staff. Assisting with allocation of Tutors and Demonstrators to tutorial groups or laboratory sessions.
- 5. Student Recruitment and Faculty Promotion**
Liaising with the Registry and with Chairpersons of Programme Boards regarding arrangements for direct entry applicants. Providing advice to prospective applicants regarding the Faculty, its Programmes and its Schools.
The marketing and promotion of postgraduate and undergraduate programmes in the Faculty. Developing and updating promotional literature, including web sites maintained by the Faculty. Advertising academic programmes.
- 6. Information Services**
Providing information and updates for University publications and audio-visual materials. Assisting the Chairpersons in the production of documentation required for Programme accreditation and for professional bodies such as IEL.
Preparing reports and providing statistical information. Updating information on Faculty Administration website.
- 7. Records Management**
Responsible for Faculty records management in conjunction with FOI requirements.
Liaising with the Registry on student record matters, for example registration, deferrals, withdrawals and so on.
- 8. General Faculty Administration**
Preparing agenda and minutes of Faculty and Programme Board meetings.
Maintaining records for the Faculty.
- 9. General**
Other duties which may be assigned from time to time.

This is a permanent position.

Salary: €8,805-€39,271

Closing date: 20 December 2002