

DUBLIN CITY UNIVERSITY

SYSTEMS DEVELOPMENT OFFICER – REGISTRY Administrator 1 (Grade 6) – Eleven-Month Contract

Description of Registry

The Registry is responsible for the management of the academic experience of students from the point of view of admissions, registration, student records, examinations and graduation, and also provides a front-line Customer Services function. It is structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of the Registry. Full details on the organisational structure of Registry, including its responsibilities, can be found at <http://www.dcu.ie/registry/index.shtml>.

The Systems Development Officer will support the activities of both the Student Enrolment and Student Awards teams, on a basis to be determined when the postholder is appointed, and as a senior staff member of Registry will be expected to supervise more junior staff.

Experience and Qualifications:

The postholder must have a primary (honours) degree and in excess of 3 years relevant experience at an appropriate level.

Indicative Duties and Responsibilities

Indicative duties associated with the post include the following:

- To formulate recommendations for process improvement and development, including where appropriate utilising new technologies, for consideration by the Registry Management Team.
- To assist the Student Enrolment Manager and Student Awards Manager in the implementation of specified systems improvements, which will include liaison with CSD where new technologies are involved, and also to assist both Managers in other team activities as determined by the Registry Management Team.
- To facilitate the timely integration of external information systems in which the Registry is a stakeholder. e.g. the Central Applications Office (CAO), Postgraduate Applications Centre (PAC), the Finance Office, Module Descriptors Database, Postgraduate Prospectus Database in a manner which benefits stakeholders.
- Oversee the infrastructure governing the Registry website and to work with Registry staff members in ensuring that information is regularly updated.
- Conduct regular audits of Registry Standard Operating Procedures (SOP's) to ensure that they are current, reflect any system changes, and are in accord with agreed templates and standards.
- To be the key liaison/conduit for the Registry with providers/supporters of the Student Information System and any other systems used in the Registry. Such liaison will include co-coordinating any developments within these systems.
- To develop and monitor, in conjunction with the Institutional Analyst for the University, a standard reporting system to meet the standard information requirements of the various stakeholders
- To devise and monitor quality assurance mechanisms to check the accuracy and completeness of data.
- To assist the Director of the Registry in maintaining financial control of the Registry budget.

Indicative duties can change over time and other duties may be assigned from time to time by the Director of Registry or his/her nominee. The postholder will report formally to the Director of Registry or his/her nominee.