

DCU Business School
Administrative Officer (Grade IV)
Programme Office
(Four Year Fixed Term Contract)

An innovative and dynamic Business School, DCUBS offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. Working in close collaboration with other DCU faculties, business interests in the public and private sectors, and its international partners, the School's portfolio of programmes is regularly updated and expanded to reflect the changing needs of business and society.

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Function

DCUBS invites applications for the post of Administrative Officer in the Programme Office. The appointee will work to provide professional and comprehensive administrative and support services to the Faculty. Duties will include examination administration, timetabling, information services, records management and general faculty administration.

He/she will report to the Executive Dean or his nominee and will liaise closely with academic Programme chairs, lecturers and with colleagues in the Registry and other faculties on a regular basis.

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. Timetabling

In conjunction with the Associate Deans, planning and timetabling all academic programmes which are offered by the Faculty.

3. Student Recruitment and Faculty Promotion

Liaising with the Registry and with Programme Directors regarding arrangements for direct entry applicants. Providing advice to prospective applicants regarding the Faculty and its Programmes.

Assisting where required with the promotion of postgraduate and undergraduate programmes in the Faculty. Developing and updating promotional literature.

4. Information Services

Assisting in the production of documentation required for Programme accreditation and for professional bodies. Preparing reports and providing statistical information.

5. General Faculty Administration and Records Management

Preparing agenda and minutes of International Committee. Responsibility 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.

Taking part in working groups and committees as required.

6. Academic structure of programmes

Maintaining and updating all academic structure information in accordance with Registry guidelines and maintenance of all related IT systems.

Person Requirements:

The post holder should be capable of managing and prioritising a varied and substantial workload. S/he must demonstrate significant initiative, be capable of working independently, and taking clear responsibility for the functions assigned to the role.

The post holder must also show flexibility and be a team player. S/he will be enthusiastic, have excellent interpersonal and organisational skills

The successful candidate must have a degree, a minimum of five years' work experience and possess strong computer skills.

The competencies required for this post are:

Knowledge of the organization.

Has the ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting on the educational sector. Is capable of representing his/her area within DCU and knows when to relay back relevant information.

IT skills.

Shows a willingness to engage with processes and technology

Communication.

Communicates in a clear manner and actively listens and engages to gain understanding.

Personal effectiveness / Excellence.

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing his/her workload.

Salary Scale: €37,361 - €50,750

This salary scale may be affected by the provisions of the 2011 Budget.

Closing Date: 23rd June 2011

This post has been approved by Budget Committee and Executive as it is considered to be part of the essential services of the University.

Informal enquires: Ms. Ursula Baxter, Senior Faculty Administrator, DCU Business School. E-mail: ursula.baxter@dcu.ie

Application forms are available at: www.dcu.ie/vacancies/current.shtml and from Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

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