

DUBLIN CITY UNIVERSITY
Registry
Student Awards Manager (Administrator II)
(Five Year Fixed Term Contract)

Description of Registry

The Registry is a busy and demanding office with responsibility for providing administrative support to the University and managing the academic experience of students from the point of view of admissions, online registration, student records, examinations and graduation. The University's room booking and lecture timetabling functions also form part of Registry business. The Registry is a dynamic environment to work in and is committed to providing a high quality service. It is structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of the Registry.

This is a management level post, with responsibility for one of the two main operational teams.

Full details on the organisational structure of Registry, including its responsibilities, can be found at <http://www.dcu.ie/registry/index.shtml>

Experience and Qualifications

Candidates must have an honours bachelor degree and have a minimum of five years relevant experience.

The successful candidate will have:

- A proven ability to manage a team of staff of different grades
- A background working in administrative management
- Ability to exercise judgement and make decisions on a wide range of matters
- Excellent written and verbal communication skills
- Experience working in a higher education setting
- Clear evidence of self-motivation with an ability to work under pressure as part of a constantly changing working environment
- Effective presentation, negotiation, leadership and team-building skills

Direct experience working in any of the following areas would be an advantage:

- examination administration
- graduation organisation
- student records

S/he should be capable of motivating team members and have an appreciation of the wider issues associated with team building and staff development. S/he must also demonstrate knowledge of higher education issues.

Indicative Duties and Responsibilities

This is a management role within the Registry and the post-holder will manage the Student Awards team and activities. The post-holder will also be a member of the Registry management team with the Director of Registry and the Student Enrolment Manager. The key duties of the post include:

- Providing leadership and management for the Student Awards team. Defining standards of service for the team and ensuring that staff provide high quality administration.
- Management level responsibility for all elements of the examination process, external examiners and postgraduate research administration and the organisation of conferring ceremonies.

- Ensuring that the University's examinations are properly timetabled and administered, which includes exam paper reproduction, exam invigilation, enforcement of examination regulations and disciplinary policies.
- Responsible for the effective organisation, administration and conduct of the Progression and Awards Boards for the University, and subsequent promulgation of results for all students by the specified deadline via portal pages and paper transcripts.
- Ensuring that the University's conferring ceremonies are organised and administered to the very high standard that is fitting for events of such importance to graduates, their families, guests and the University.
- Working closely with the Student Enrolment Manager on Registry projects, related operations and staffing matters.
- Working with the Director of Registry on the development and implementation of relevant academic regulations.
- Working with the Registry management team on formulating and implementing Registry's operational and strategic plans.
- Participating in and contributing to the development and implementation of general University wide initiatives.
- Preparing and drafting documentation to support decision-making within Registry and the wider university.
- Assisting with the recruitment process of new staff within the department.
- Working with the Director of Registry to develop and implement change management, as required.
- Responsibility for the development and control of budgets in respect of activities within the remit of the Student Awards team.
- Ensuring effective communication and liaisons with internal stakeholders in faculties and other units in relation to all academic administrative issues and projects.
- Deputising for the Director as required.
- Undertaking any other duties or assume other responsibilities in line with the level of the post, as assigned by the Director of Registry.

Duties and responsibilities can change over time and other duties may be assigned by the Director of Registry or his/her nominee. This post is expected to evolve in light of ongoing developments within Registry and the wider University.

The nature of the work in Registry may necessitate working outside the standard office hours during certain times of the year. Applicants should note that holidays may not be taken during peak times.

The post-holder will report to the Director of Registry or her/his nominee.

Salary Scale: 54,331 – 88,068 per annum

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

Closing date: 4th March 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.

Application forms are available from:

Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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