

Dublin City University Registry

SENIOR ADMINISTRATIVE ASSISTANT GRADE V (Contract: November 2006 - September 2007)

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. The Registry is also responsible for providing a front-line customer service function via a Student Reception Area and via dedicated telephone, fax and email facilities. The Registry 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>

Experience and Qualifications:

Three years relevant experience at Administrative Assistant level.

Indicative Duties and Responsibilities

To provide professional and comprehensive administrative services within the Registry, in a range of areas and activities set out by the Director of Registry and other relevant senior Registry staff. This post will be primarily based in the Student Enrolment team, although the responsibilities of the post holder may change over time, in line with the needs of Registry and the wider University.

- Project management of Registry-based activities e.g. admissions, registration.
- Close liaison with faculty offices on areas of common interest e.g. academic structure, registration.
- Working with and providing support to the Systems Development Officer
- Ensuring the effective allocation of workloads across all staff assigned to specific areas/projects.
- Line management and co-ordination of leave arrangements for designated staff.
- Ensuring effective liaison with faculties and other units in the University.
- Representation on Working Groups / Committees on behalf of the Registry including chairing meetings and leading on projects.
- Participation in the development and delivery of the Registry training programme.
- Providing management support to the Student Enrolment Manager and deputising in her absence.
- Other duties that may be assigned from time to time by the Director of Registry or his/her nominee.

Salary Scale: €43,782 - €53,109

Closing Date: 2nd November 2006