

### School Administrative Officer – Job Description

<b>Job Title:</b>	School Administrative Officer
<b>Location:</b>	Castle House, Dublin Business School (DBS)
<b>Working Hours:</b>	Normal working hours are 8.45am – 5.15pm. From time to time there may be a requirement to work on a shift basis of 10.00am – 6.30pm or 11.00am – 7.30pm and the requirement to work some Saturdays.
<b>Reports to:</b>	Head of Academic Operations

#### Primary Objective:

To provide effective and efficient operational and administrative support to the School of Business & Law, School of Arts and the Academic management team. This is a senior administrative position that will hold responsibility for operational planning and administration of a range of core functions in the academic area and will also take responsibility for the administration of a number of Boards and Committees.

#### Role & Responsibilities:

- Overall provision of administrative support to the School through the Academic Management Team at DBS;
- Prepare, minute take and hold responsibility for the completion of actions taken at the Boards of Studies, Programme Meetings, School Executive Board and Academic Board and undertaking the appropriate follow up after meetings on progressing actions;
- Support the Head of Academic Operations in registration planning and liaise with the Marketing and Admissions department on the production of registration schedules for the academic year;
- Support the Head of Faculty and School Operations in the production and administration of student orientation and induction plans (including dedicated late orientation) for the academic year and ensuring the timely distribution of same to all relevant stakeholders;
- Liaise with the School Management to ensure the staffing of inductions is complete
- Undertake the role of secretary to Board of Studies, School Executive Board and Academic Board and other academic management meetings as well as support the programme coordination team in providing administrative support to programme team meetings, examination boards and programmatic review panel meetings as required;

- Working with the academic leadership team to promote effective communications across the Schools, Academic Operations and Careers & Student Services departments ;
- Preparation of documents and file maintenance (hard and soft copy);
- Provide support to the academic leadership team in respect of compiling reports, business development documents, project materials and documentation pertaining to validations, reviews and audits as applicable;
- Project manage the annual DBS graduation ceremony in conjunction with colleagues in Academic Affairs;
- Manage receipt and communication of student complaints;
- Any other such duties that may arise commensurate with the post.

All appointments are subject to passing Garda Vetting.

To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie).

Closing date for receipt of applications will be **Friday, 10<sup>th</sup> February 2017 at 5pm.**

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*