



Job Title: Faculty Administrator

Location: Castle House.

Time of Work: 8.45 a.m. - 5.15 p.m. (flexibility required)

Reports To: Head of Faculty & School Operations

Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., a leading international provider of higher education, professional development and lifelong learning programmes.

Benefits at DBS:

- 24 days of annual leave entitlement
- Personal Retirement Saving Accounts (PRSA)
- Life Assurance & Disability
- VHI Group Scheme
- Free places on all internal courses (including online DBX courses) also discounts for family members
- Tax Saver Travel Tickets
- Cycle to Work
- Sports and Social Club
- 2 Volunteering Days
- Employee Assistance Programme

An opportunity has arisen for a **Faculty Administrator** reporting to the Head of Faculty & School Operations.

Primary objective:

The purpose of this role is to provide administrative support to the Faculty Managers and the Head of Faculty and School Operations. This will require a close working relationship with Admissions, Academic Affairs & Operations, Academic Faculty Managers and Lecturers to ensure a first class learning experience for students.

Key Tasks/Responsibilities:

- Work with Faculty Managers and Marketing & Admissions on open evenings ensuring event is adequately staffed from the School
- Work with Academic Faculty Manager on issuing contracts for lecturers and QBR markers by preparing offer request forms and liaising with HR
- Assist in reviewing timesheets when requested by Faculty Manager/Head of School
- Complete timetable change request forms as instructed by Faculty Managers

- Liaise with Kaplan Publishing and Marketing & Admissions in respect of book ordering for ACCA classes and prepare any relevant documentation as required
- Organise and book rooms for mock exams and QBR dates for ACCA students; contact marking team regarding their availability, ensure each paper has enough markers based on numbers and that markers have the required qualifications to correct individual papers, organise training if needed. Download material for mock exam's and QBR and get it approved by each lecturer if it is suitable for use and arrange printing. Ensure that exams book invigilators for mock exams
- Prepare timetables for ACCA/DBS and ICM Diploma classes. Once approved by Head of School ensure these are updated on the website.
- Work with Marketing & Admissions on preparing new brochure in advance of a new intake to ensure that all information is accurate and up to date
- Ensure all invoices (CBE, book orders, annual fees and exam entry fees) are approved and signed by the Head of School and passed to the accounts office.
- Work with relevant Course Director on the ACCA Platinum APL documentation once it is time to renew
- Work with the Course Directors in co-ordinating the APEL files from Admissions
- Work with the Examinations Office and Faculty Managers in ensuring that lecturers collect exam scripts, return same scripts and enter assessment marks in a timely manner
- Any other duties commensurate with the post as determined from time to time in accordance with business need.

The person appointed as Faculty Administrator will:

- Have the ability to demonstrate methodical, organised and flexible approach to work
- Have effective listening, verbal and written communication
- Be confident in dealing with different people across all the College
- Be able to deal with the pressures of peak time
- Have the ability to maintain a high level of confidentiality and discretion at all times
- To establish and maintain effective working relationships
- Excellent attention to detail
- Have the ability to prioritise
- Be computer literate with a working knowledge of Microsoft Office Package
- Experience of minute taking and accurate recordings of meetings

All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland (upon being invited to interview).

To apply please send your CV and cover letter to recruitment@dbs.ie

Closing date for receipt of applications will be **Tuesday 12thSeptember 2017**.

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 by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.