Job Title: Programme Review Administrator

Location: Castle House, Dublin Business School (DBS)

Working Hours: 8:45am – 5:15pm 3 days a week, with possible scope for more if required

Reports to: Head of Academic Programmes

Contract: 9 month, specified purpose contract

The Programme Review Administrator will support the Head of Academic Programmes, Registrar and the Course Directors at Dublin Business School in the generation and finalisation of programme documents for programme validation and programme review and revalidation. This role requires excellent word processing, statistical analysis and project management skills. The Programme Review Administrator will also play a key role in the administration and coordination of programme review and validation panel events at DBS.

Experience:

- Experienced in project management
- Excellent communication skills
- Team player
- Advanced word processing and writing skills and use of templates/formatting
- Strong familiarity with Excel and/or similar software for advanced statistical analysis
- Excellent writing standard with an eye for detail and editing
- Experience in large document management

Abilities:

- Ability to schedule and track the completion of activities and tasks and to identify any slippage in the schedule
- Ability to analyse and model statistical information
- Ability to project manage programme review schedules, including liaison with Course Directors, Data Analytics and Reporting Manager and Registrar
- Ability to manage version control and provide versioning solutions for volumes of documentation
- Ability to work with large documents and produce same to a high standard

Benefits at DBS: All benefits are on a pro rata basis

- 24 days of annual leave entitlement
- Personal Retirement Saving Accounts (PRSA)
- Life Assurance & Disability*Subject to terms and conditions
- 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

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

Please refer to our privacy policy which can be found on our website

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

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.