

Education Administrator

Job Reference Number: RCPI-01-2021

Reporting to the Education Development Manager, you will provide professional and comprehensive administrative service in support of a range of activities within the Education Development Department. You will be responsible for the administration of the Programme Boards and committees including scheduling, preparing agendas and taking minutes in line with RCPI's Policies and Procedures. You will liaise closely with programme coordinators, programme directors, academic support staff, teaching faculty, colleagues and external stakeholders on a regular basis. Given the wide range of activities supported by the office, this provides opportunities for an interesting and stimulating work environment in which to develop.

Key Accountabilities:

- Provide administrative support to the Education Development Team
- Assist with the management of all board and committee communications to internal and external stakeholders.
- Record and manage decisions and actions from board and committee meetings.
- Manage board and committee documentation. This includes preparing agendas, ensuring documentation adheres to RCPI's style, and that the content is relevant and complete.
- Consult and liaise with relevant stakeholders and/or internal business partners to obtain information and reports on time and to the satisfaction of the Secretary and Chair of the Academic Board
- Liaise with teaching & learning staff, such as; programme coordinators, teaching faculty, examiners, external examiners, and those responsible for programme management.
- Purchase goods and equipment, and process invoices.
- Collate course evaluations and generate reports.
- Liaise with subject matter experts to ensure programme material submission dates are adhered to.
- Assist in the maintenance of the Education section on the website and its associated sites; Faculty Resource and Learner Support pages.
- Other administrative activities as may be required to support the effective operation of the Education Development Department.

Person Specification

- Have a proven track record in administration. Possess strong IT skills (word processing, spreadsheets, email, PowerPoint and excel) and be able to demonstrate competency in the use and development of a wide variety of business systems. Database experience an advantage.
- Experience in providing secretariat functions in a complex environment (corporate or public sector) i.e. supporting boards, committees and sub committees.
- Be well organised and able to coordinate and progress tasks associated with the position on their own initiative.
- Be flexible, possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.
- Demonstrated ability to work closely with executive and senior managers and key external stakeholders.
- Demonstrated adaptability and responsiveness within a rapidly evolving work environment
- Strong communication skills, including writing of agendas, minutes and correspondence

Desirable

- Hold a relevant third-level or professional qualification
- Project management experience would be beneficial

Application Requirements

To apply please send a cover letter, detailing your relevant experience for this role, and an up-to-date CV to jobs@rcpi.ie. Please answer the following two questions:

1. What are your current salary expectations?
2. What is your current notice period?