

Church of Ireland Theological Institute

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Academic Administrator (part-time)

Background and job purpose

The Church of Ireland Theological Institute (CITI) is responsible for ministerial formation and lay training on behalf of the Archbishops and Bishops. Since 2009 the pathway to stipendiary ministry has been a professional MTh delivered in partnership with the University of Dublin (Trinity College Dublin/TCD). From 2017 a new programme for Ordained Local Ministry may be introduced.

Working alongside the existing administrative team, the purpose of the new role is to manage/develop systems for the effective running of the various teaching programmes mentioned above; to act as the primary administrative liaison with TCD and to oversee the management of its student records system; to act under the guidance of the Director in support of other staff and IT/distance-learning/ancillary processes.

Duties and responsibilities

- To organise the collation, recording and online progression of all marks for the MTh, including the preparation of documentation for the annual Court of Examiners
- To co-ordinate all CITI matters in relation to TCD SITS and CMIS programmes
- To oversee and prepare all aspects of timetabling for full-time and part-time student learning including liaison with TCD Academic Registry and visiting lecturers
- To act as the administrator for Turnitin plagiarism software and TCD Blackboard/Web CT matters
- To collate and edit the CITI Handbook - this requires particular availability during the month of August
- To attend CITI staff meetings in an administrative capacity
- To assist in the development of online distance-learning materials
- To work under the direction of the Director in support of the faculty team and to undertake all such other duties as may be required in the normal running of a professional theological academic institution
- To interact with the various student bodies, both residential and part-time

Person specification

- Qualifications and/or experience in the field of administration, ideally academic administration
- Ability as a skilled organiser to co-ordinate, implement and review academic programmes
- Technological capacity to deal with and develop IT systems and academic timetabling
- Ability to manage/develop websites and work with publishing/distance-learning
- Ability to work collaboratively and in sympathy with the established ethos of CITI

We are seeking to appoint a person ideally who:

- endorses the aims and objectives of CITI
- understands academic systems, ideally including residential and distance learning
- can work collaboratively and relate well to fellow staff and students
- has strong communication skills
- is able to think strategically
- has a commitment to continuous professional development

Details of employment

Responsible to: The Director of CITI

Workplace: The Church of Ireland Theological Institute – currently Braemor Park Dublin. Future locational flexibility within the greater Dublin area may be required in the light of the longer term plans of CITI.

Hours of work: Average 16 per week, with some variation throughout the year. Flexibility will be required to meet the varying needs of programmes and the academic year. Consequently this will involve some weekend work.