



GRIFFITH COLLEGE

Job Title: Projects Administrator – Global Engagement Office	Reporting to: Director of Global Engagement Office with reporting lines to Manager of Global Engagement Office and International Student Recruitment Manager
Location: Dublin South Campus (remote working in line with College Remote Working Policy)	Job Type: Permanent Fulltime

Global Engagement Office

Griffith College’s Global Engagement Office, known informally as the Griffith Global, plays a central role in all of the College’s internationalisation activities. The Global Office works with stakeholders across all faculties and at our sister campuses in Cork and Limerick to actively promote and encourage enhanced internationalisation activities.

Through Griffith Global, the College recruits international learners to study in Ireland, develops academic, research and collaborative partnerships with overseas higher education providers across the Globe, provides pastoral care and welfare support to its international learners and fosters an environment of cultural awareness within the institution.

The College has seen significant growth in its international markets in recent years and wishes to recruit a Projects Administrator to join its high-performing team.

Job Summary

The Projects Administrator will play an important role in working with and supporting the senior team members of the Global Office to enhance new and existing activities that will contribute to the enrolment of new learners into Griffith College, enhance the learner services available to the College’s international learners and support the advancement of Global Office policies and processes and to ensure the College meets its quality assurance and enhancement ambitions.

Key responsibilities of this role include:

Projects

- Creating and maintaining a library of active projects and future plans, and reporting systems
- Working with senior Global Office team to maintain and standardise project management processes
- Assisting team members in relation to procedures, disciplines and recording and reporting requirements
- Assisting the team in the development of communication systems for projects that arise
- Working with the team in the development of procedures for configuration management
- Producing project summary reports as needed
- Assisting the Griffith Global Director in establishing cost recording systems
- Defining and documenting methodology procedures
- Assisting with other administrative responsibilities assigned



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Policy

- Supporting the development of policy documents in line with global best practice, Irish quality body requirements and the needs of the department
- Supporting and championing policy process changes in the work flow of colleagues
- Research and support the development of Quality and Qualifications Ireland International Education Mark (IEM) compliance policies

Administrative Support

- Acting as a relief resource for certain key roles in the Global Office where challenges may arise at particular times of the year
- Supporting the Global Office Director in relation to general administrative requirements as needed
- Attending various committee meetings and talking notes/minutes as required
- Assisting senior Global Office staff in relation to ad hoc administrative tasks to enhance the workflow of the department
- Other adhoc tasks as assigned by senior Global Office members.

Minimum Education/ Experience Requirements:

- Experience of working in the international education environment would be desirable
- Excellent communication and administrative skills
- Prior experience in managing workloads of senior officers and complex projects would be a distinct advantage
- Track record of excelling in a customer experience environment and being able to demonstrate a passion for learning and customer support
- Minimum of Level 8 honours degree. Level 9 Master's Degree an advantage
- Fluent in English; minimum CEFR C1 level.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent third-level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys a national and growing international reputation for student success. The College has gained an enviable, award-winning reputation for providing students with first-class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Our Vision

'Empowering learners to achieve their career and life potential'

Why work for Griffith College?

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.



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- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Free parking facilities.*
- Onsite subsidised restaurant.*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- **Dublin campus on South Circular Road.*

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland.