



<b><i>Job Title: Part time Accommodation Officer</i></b>	<b><i>Reporting to: Deputy Head and Head of Griffith College Cork</i></b>
<b><i>Location: Griffith College Cork</i></b>	<b><i>Job Type: Permanent Part time</i></b>

**Job Summary:**

**Job Responsibilities:**

- Source and liaise with various accommodation providers to ensure that the accommodation meets the needs and expectations of our students and Managing relationships with accommodation providers
- Coordinate the allocation of accommodation to students, including managing the manual application process and responding to enquiries from prospective residents
- Managing arrivals and departures from accommodation units
- Assist students with any queries or issues related to their accommodation, including payment and contract issues
- Arranging local transport to accommodation for students arriving into Cork
- Act as a point of contact for emergencies or urgent issues related to the accommodation
- Maintain accurate and up-to-date records of student accommodation using Excel, including occupancy, applications, and contracts
- Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility
- Any other commensurate duties that fall within the employee's capabilities.

**Minimum Education/ Experience Requirements:**

- 2-3 year experience working in a school.
- Nature of Relevant Experience Required
- Show initiative, be self-motivated and be prepared to ensure that standards, protocols and policies are followed at all times
- Have extensive experience in Administration
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Excellent organizational skills and ability to prioritize workload
- Excellent interpersonal and communication skills
- A Positive solution focused approach.
- Must be legally entitled to work full time in Ireland for any employer.



### **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 national and a 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**

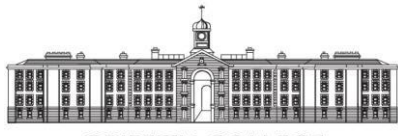
'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

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

*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.*



GRIFFITH COLLEGE