

Job Title: Registration Officer	Reports to: Head of Academic Administration
Location: Dublin South	Job Type: Permanent, Full Time

Job Summary:

Working as a part of a team responsible for centralised academic administrative functions and co-ordination of faculty administration systems.

Job Responsibilities:

Primary Function - Registration

- Responsible for maintaining the accuracy, integrity and security of learner records
- Responsible for adherence and review of policies and procedures relating to academic registration
- Management of online registration schedules in line with academic calendar
- Management of Online Registration Process
- Management of Academic Registration Rollover post Examinations Boards
- Collaborate with the IT department in relation to online registration software
- Assist in the scheduling and management of Induction Programme
- Dealing with day to day registration queries
- Managing the Process of changing Learner Records both, personal and academic
- Management of Registration Information to Validating Bodies
- Dissemination of Information and statistics to External Bodies (HEA, Dept of Social Protection etc.)

Examinations

- Carrying out checking procedure to ensure number of results match attendance
- Preparing exam broadsheets & conferment lists
- Taking minutes at exam boards
- Updating learner results post exam board
- Releasing exam results
- Managing change of result forms – post review & exam boards
- Submitting results to validating bodies
- Creating reports – statistical analysis
- Assist in the formatting, proofing and copying of exam papers (grammar, spelling, instructions)
- Assist in the management of the Invigilator process
- Assist in the preparation of Examinations Venues
- Assist in the production of Seating Plans/Examinations Attendance Sheets
- Assisting in the arranging of Learner Special Needs/ requirements

- Assist in the administrative procedure of collection of exam papers and return of scripts of by Invigilator
- Assist in the administrative procedure of the Handover of Examinations Scripts to Programme Administrators

Examinations Board Meetings

- Assist in the Preparation of exam statistics
- Assist in the production, and copying of Examinations Broadsheets Assist in the preparation of Conferment Lists
- Assist in the checking of conferment parchments (graduation)

Graduation

- Assist in the preparation of conferment lists to confirm the eligibility of learners to graduate at each ceremony.
- Assist in the Production of Graduation Ceremony Schedules
- Assist in the liaison with Faculties in relation to learner prize winners
- Assist in the Production of Graduation Booklet
- Assist in the liaison with external suppliers in relation to material required for Graduation ceremonies
- Assist in the Production of Diploma Supplements
- Assist the Graduation Officer in ensuring that each ceremony is appropriately staffed
- Work closely with the Events team to assist in any queries including health and safety, lost property and supplier issues

Minimum Education/ Experience Requirements:

- Excellent interpersonal and communication skills
- Good planning and organisation skills
- The ability to work on his/her own initiative and as part of a team
- Good IT skills
- Confidentiality and discretion to a high degree are expected
- Good knowledge of MS Office
- Must be legally entitled to work full time in Ireland for any employer.
- Any other duties that fall within the employee's capabilities.

The following are desirable:

- Experience of working in an administrative function within a third level institution
- Experience of working in a customer focused environment
- Experience of supervising staff
- A knowledge of the College Learner Database – Scholar

About Griffith College:

Established in 1974, Griffith College is Ireland's largest independent 3rd 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/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

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. We thank everyone for their applications, however, only candidates selected for interview will be contacted.