

Job Title: Senior International Student Services & Admissions Officer	Reports to: International Office Manager
Location: Dublin South	Job Type: Full time Permanent

Job Responsibilities:

Student Services and Pastoral Care

Endeavour to enhance the international student experience by maximising productivity and efficiency in relation to tasks associated with student services.

International Emails

- Oversee the management of incoming emails and phone calls in conjunction with the International Student Support Officer
- Supervise the running of the International Office Student Support Desk as managed by the International Student Support Officer
- Oversee and actively participate in the various student meeting mechanisms, primarily in conjunction with the International Immigration and Visa Officer, and prepare reports accordingly.
- Supervise the Scholarship mechanisms primarily in conjunction with the International Immigration and Visa Officer, and prepare reports accordingly

Inductions and Information Meetings

- Plan, prepare, coordinate and deliver the various pre-registration inductions and information meetings, in conjunction with International Office colleagues and colleagues from other College departments.
- Prepare, edit and update relevant pre-registration materials for new and returning students.
- Contribute to the further development and enhancement of Information materials (presentations, handbooks, information flyers etc), with a view to moving completely towards electronic information solutions.

Pre and Post Registration Administration

- Co-ordinate the administrative tasks associated with pre and post registration for each academic intake including Arrival Forms, Pre-Registration Forms and the updating of the student database.
- Act as the main point of contact for faculties and the Registration Office in relation to any amendments to learner records that require formal authorisation.

International Admissions

Contribute to the effective operation of the Admissions function by promoting maximised productivity levels and supporting positive partner relationships, in conjunction with the International Administration and Admissions Officer and the relevant Marketing Officers.

- Oversee and support the International Administration and Admissions Officer with particular focus on closely liaising with the relevant Marketing Officers, International partner communications and liaising with College Faculties and other external departments.
- Coordinate the weekly completion of the Visa Spreadsheet for the Department of Justice/INIS, to ensure the timely processing of Student Visa Applications.

Note - Hours of Work will be from 9:00 to 17:30 Monday to Friday.

Minimum Education/ Experience Requirements:

- Minimum three to five years' work experience in a busy administrative role
- Experience of working in an education environment is a distinct advantage
- 3rd level degree qualification
- Previous supervisory or management experience is preferred
- Excellent written and verbal communication skills required
- Experience in a dynamic, fast-paced and pressurised work environment
- Proven ability to coordinate and execute a diverse range of tasks simultaneously
- Ability to communicate and influence colleagues and external agencies
- 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 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.