



Job Title: Schools, Events and CAO Officer	Reports to: Head of Commercial Strategy and Sales
Location: Dublin South	Job Type: Full Time Permanent

Job Summary:

The College welcomes hundreds of new learners annually to its Dublin campus. Over 40% of these new learners apply through the CAO.

We are seeking to recruit an additional member to join the team, this ideal person needs to be a self-starter, be organised and creative along with having strong event management and communication skills to lead our marketing and recruitment efforts with a national CAO audience.

The successful person will work with our faculties to create new, exciting weekly events that appeal to second level and CAO students as well as to engage with them on a daily / weekly / monthly basis.

The successful school visits element of the role, both virtually and in person, is continuing. However, the role will now engage more strongly with digital and social media, specifically focusing on reaching and actively engaging with this core audience. They will act as point person for guidance counsellors and second level teachers.

The successful candidate will also assist with enquiries and recruitment campaign activity onto the college's undergraduate programmes, working with a dynamic and motivated group of colleagues at our Dublin campus.

Job Responsibilities:

- Actively engage with 4th, 5th and 6th year learners, promoting Griffith's range of CAO courses, showcasing our staff and learners' achievements and result in increasing the CAO applications for the College.
- Manage and promote weekly events on campus to provide an engaging experience for CAO students. A key initiative will be weekly faculty 'day-in-the-life' events.
- Oversee the College's schools and CAO events, including Schools Week, Higher Options, maths revision workshops, and guidance counsellor workshops.
- Act as the main point person for the College with second-level schools, teachers and guidance counsellors
- Undertake in-person and virtual school visits
- Assist the recruitment team in its autumn and spring recruitment intakes, with a particular focus on the CAO audience
- Promote Griffith's CAO courses using digital and social media channels that engage with a second-level audience
- Project manage the College's annual academic scholarships and bursary initiatives
- Occasionally some weekend work will be required
- Travel is required in the role within the Greater Dublin area and surrounding counties
- Any other duties that fall within the employee's capabilities.



Minimum Education/ Experience Requirements:

- Possession of a car and full driving licence. Must be eligible to drive in Ireland
- Excellent organisational and event management skills
- Strong content and digital marketing skills
- Degree level required
- Strong command of English, both written and verbal
- Strong networking and interpersonal skills
- Previous experience in education is desirable
- Previous experience of marketing and student recruitment is desirable
- Previous experience in Microsoft Office – PowerPoint, Outlook, Excel, Word
- Must be legally entitled to work full time in Ireland for any employer.
- Valid Garda vetting (post appointment)
- Self-starter with ability to work independently with minimum supervision

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.
- PRSA
- Access to group healthcare scheme
- The opportunity to work with a leading national education brand

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.