

Job Title: Schools Liaison Officer	Reports to: Head of Marketing
Location: Dublin South	Job Type: Full time Permanent

Job Summary:

In this key role, you will lead the College's schools liaison activity. A self-starter with strong communication skills, the person will promote Griffith College to 4th, 5th and 6th year second-level students as well as to their teachers and guidance counsellors. The position will primarily focus on the Greater Dublin area and surrounding counties. The successful candidate will be responsible for owning and leading initiatives such as Schools Week workshops, maths revision, guidance counsellor workshops and attendance at fairs such as Higher Options. During the summer months when schools are closed, the role will also include a business development component.

Job Responsibilities:

- Undertake a minimum of 100+ school visits per annum
- Project manage and attend schools fairs including Higher Options and Zeminar
- Promote Griffith College's apprenticeships and industry scholarships programmes within schools
- Act as the main point person for the College with second-level schools, teachers and guidance counsellors
- Oversee the College's main schools events – maths revision workshops, faculty day-in-the-life events, Schools Week and guidance counsellor workshops.
- Undertake occasional PR activity to promote Griffith to the CAO market, working with the College's Social Media and PR Executive
- Project manage the College's annual academic scholarships and bursary initiatives
- Promote Griffith College to businesses and the corporate market during the summer months when schools are closed
- Occasionally some weekend work will be required (approx. 10 times per annum)
- Travel is required in the role within the Greater Dublin area and surrounding counties (approx. 50% of role)
- 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
- Degree level required
- Strong command of English, both written and verbal
- Strong networking and interpersonal skills
- Strong organisational and event management skills
- Previous experience in education is desirable, ideally in a second level or third level environment
- 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.

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.