**Griffith College Short Courses Administrator**

Griffith College seeks to recruit a Short Courses Administrator for their Short Courses team.

The main requirements of the role will be the administration of courses, liaising with students, external bodies and departments within the College.

The ideal candidate will have a background in education, with experience of exam administration, be self-motivated and have a drive for exemplary customer service. They will have strong interpersonal and organisational skills, advanced Microsoft Office skills, and will enjoy the challenges of meeting targets and working to deadlines in a team environment.

**Key Responsibilities:**

Exams Administration of Courses

Liaise with external bodies (e.g. ICM, City & Guilds) in respect of student registration, examinations (organisation and planning), reporting exam results, parchments, presentation ceremony etc.

Course Administration

Student Services

Graduation Ceremonies

New Course Induction

Accounts

Sales & Marketing of Courses

Sales - achievement of and surpassing, where possible, of department targets

Attendance at Open Days and External Exhibitions

Occasional weekend and evening work during intake periods

Any other reasonable duties assigned by your line manager

Hours of Work:

09.00 – 17.30 Monday – Friday. Additional hours will be required in line with the needs of the service.

This job description is not to be regarded as exclusive or exhaustive. Is it 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.

**Salary and Performance Related Pay**

All positions in Griffith College are offered in the first instance for eleven months.