



Griffith College, Ireland's largest private third level college seeks to recruit a Summer Intern for their marketing admissions team.

We are seeking a Summer Intern for our marketing department to assist with our main autumn admissions intake. Reporting to the marketing manager, the successful candidates will ideally have a marketing qualification and some previous experience in a marketing role. They will be results driven, able to contribute within a team environment and have the ability to work on their own initiative.

Duties:

- - Contacting all live applicants on a weekly basis, primarily by phone but also by email, text and other channels as advised by the marketing manager ;
- - Assist with marketing calls and intake activity in June;
- - Follow up on CAO and direct applicant and enquiry phone calls as advised by the marketing manager;
- - Update the Scholar system as applications progress.
- - Oversee CAO mailouts, including assistance with printed material for same (fee sheets, information packs etc);
- - Follow up on all missing documents as advised by marketing manager;
- - Attend college workshops, open days and third party events during June to September;
- - Assist with website updates, news items and social media posts;
- - Assist with campus tours for new applicants;
- - Visit competitor open days to assess numbers and potential new ideas for GC's events.
- - Evening and weekend hours may be required during peak periods (suitable notice will be given)

Hours of Work:

09:00 – 17:30, Monday – Friday. Additional hours may be required in line with the needs of the service.