

Job Specification

The below job specification is meant as a guideline list of responsibilities only and should not be considered an exhaustive list

1. Role: Springboard Programmes Administrator

The role will involve:

- Managing the administration processes relating to all stages of the learners' engagement with the College: from application and entry, through attendance and assessment, through to their graduation, including: This will include:
 - Responsibility for the collection, management and integrity of all learner data
 - Communicating with learners in respect of their programme to ensure its smooth, efficient and professional delivery
 - Management of programme processes in accordance with the College's Quality Assurance and Enhancement Requirement (i.e. most recent QQI approved QA Policies, Procedures, Practices and Guidelines)
- Assisting Programme Directors of Springboard Programmes within existing or new faculties to ensure the smooth running of the Springboard programmes, for example in relation to the management of timetables, assessments, examinations, deferrals, special events, etc.
- Providing and arranging pastoral supports for learners undertaking the programme
- Working closely with other members of the College to ensure the quality of the programme's operation and delivery (e.g. Exams, QAE, Central Administration, etc.)
- Liaising with other members throughout the College in respect of the general operation of the programme (e.g. reception, marketing, IT Services, Maintenance, etc.)

As the programmes are funded by the HEA and are directly targeted at preparing learners for emerging employment opportunities in Ireland, the following responsibilities will also apply:

- Assisting with the application process from initial enquiry, selection, registration and induction.
- Preparing reports for the HEA in respect of student attendance, performance and progress in relation to employment
- Liaising with and assisting other Springboard personnel to ensure the overall smooth running of the programme, for example by representing the Springboard Department at Open Evenings, Marketing Events, Graduations, etc.

As with all members of the College, you may at times be required to assist, and be assisted by others, in respect of other responsibilities.