



<b>Job Title: EU/In-Ireland Student Recruitment and Admissions Officer</b>	<b>Reporting to: International Student Recruitment Manager</b>
<b>Location: Griffith College, Dublin</b>	<b>Job Type: Permanent/Full time</b>

**Job Summary:**

Griffith College, Ireland’s largest private third level college seeks to recruit an EU/In-Ireland Student Recruitment and Admissions Officer for their International Sales and Marketing team.

This role is an excellent opportunity for someone looking for increased responsibility and the opportunity to excel in a busy and dynamic department.

**Job Responsibilities:**

**Sales & Marketing**

- Working in assigned markets you will have full responsibility for:
  - Agent communication
  - Learner enrolment
  - Identifying, driving and developing articulation agreements with relevant GC Faculty
  - Hosting visiting agents/learner visits from assigned markets
  - Preparation of event/fair or partner invoices
  - Direct student recruitment
- Development/implementation of country specific marketing plans
- Development/implementation of webinar series for all markets with relevant MOs.
- Pre-verification of application documents
- Maintain contact with students within your remit throughout the admissions cycle to fully confirm and secure their enrolment
- Liaise with the Griffith Halls of Residence Accommodation (GHR) Office to ensure GHR is sold as a primary accommodation option for incoming students who have an accommodation need

**Admissions**

- Processing new applications under your remit for Dublin, Cork and Limerick campuses
- Running reports from Scholar twice daily, processing New Online Applications, setting up student files on I drive, filing all documentation, for all students assigned to you
- Liaising with the relevant International Marketing Officer/GC Overseas Office, or directly with applicants as appropriate, to procure additional information and documentation as required
- Liaising with GC Admissions Office to expedite validation of applications where relevant
- Producing Offer Letters and sending them to applicants



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- Liaising with the Student Fees Office in relation to payments from new incoming students. Managing the processing of all payments/proofs of payment from students.
- Issuing Invitation to Register letters directly to applicants as appropriate and updating Scholar accordingly.
- Liaising directly with applicants where relevant, in relation to student fee refunds when a student's visa application is refused, and updating Scholar accordingly.
- Liaising with applicants in relation to English testing and following all the relevant procedures in relation to test invites, release of results and updates required to Offer Letters and Scholar.
- Acting as a key point of contact for applicants/students in relation to post-registration issues
- Managing the admissions and pre-registration process for students going from English to degree programmes in terms of Scholar updates, updated offer letters, and Induction notification.

### **Student Services**

Provide support to the Student Services team at peak time, if required to include, but not limited to:

- Assistance with the preparation of printed information materials
- Assisting at the Student Services Desk in busy periods and holiday periods
- Assisting with the International emails in busy periods and holiday periods if required
- Acting as a key point of contact for students whose applications you have processed and supported where necessary

### **Pre-Registration and Induction Meetings**

- Supporting the International Student Services Officer in updating student Contact Details Forms for your students
- Informing your students about International Information Meetings and Inductions and updating Scholar accordingly where relevant if required

### **Additional Tasks**

- Supporting the International Office Manager in relation to certain tasks and projects that may arise during time periods where the student recruitment function is not at its peak.
- Running any additional queries and reports on Scholar as requested.
- Coordination of webinar activities
- Preparing paperwork for the Accounts Department to support payments and refund requests
- Other ad-hoc duties and project work, as assigned by the Line Managers
- Any other commensurate duties that fall within the employee's capabilities.

### **Minimum Education/ Experience Requirements:**

- Strong communication and interpersonal skills
- Minimum of 2 years sales experience ideally in a busy team environment working to achieve/exceed targets
- Good working knowledge of Microsoft Office – Word, Excel, PowerPoint, etc
- Diploma or Bachelor's degree in Business or Sales and Marketing is desirable.
- Strong attention to detail
- Fluency in a second European language is desirable



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- Knowledge/experience with a CRM system desirable
- Must be legally entitled to work full time in Ireland for any employer

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third 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/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Free parking facilities.\*
- Onsite subsidised restaurant.\*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- \*Dublin campus on South Circular Road.

*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.*



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