

### Job Description – Academic Administrator

<b>Functions:</b>	Central Administration	<b>Contract Type:</b>	11 months, fixed-term, full-time
<b>Currently Reporting To:</b>	Assistant Registrar, Strategic Development	<b>Hours of Work:</b>	9.00 a.m. to 5.00 p.m.; 5 days per week

#### Function Overview

The Office of the Registrar, is committed to student centered learning and seeks to foster a learning community which is inclusive, open, friendly and accessible. The Office, under the leadership of the Vice President for Academic Affairs and Registrar, provides leadership for all academic programmes and academic functions at Carlow College. Academic Administration, is primarily responsible for the information management, processing and recording of all academic matters relating to student learning and assessment at Carlow College. Academic Administration also works with and supports related College functions when required, including the areas of registration, reception and graduation.

#### Role Overview

The Academic Administrator will have primary responsibility for the provision of administrative support to our Academic Programmes. This role requires working directly with the Vice President for Academic Affairs, Admissions Office, Assistant Registrars, Programmatic Board Chairs, Students, Employees, Academic Resource Office and Exams Officer.

This role will also for a short period of time (over the summer months), cover reception daily as required.

#### Reporting Line

The Academic Administrator will report to the Assistant Registrar, Strategic Development.

#### Key Responsibilities – Central Administration (Academic Programmes)

- Provide high level administrative support to our academic programmes.
- Collate and organise a high volume of material/documentation relevant to Programmes.
- Prepare statistics/data/reports for Programme Board Chairs re attendance, essay submissions, etc.
- Create and maintain filing systems, e.g. student files, essays, applicants, CAO data, etc.
- Create & maintain computerised records e.g. student details, elective choices, marks, etc.
- Administer & coordinate student examination and assessment schedules.
- Collate final and repeat exam papers with regular updates to the Registrar and Internal Examiners.
- Formulate final examination timetables and coordinate setting up of main exam halls and alternative venues.
- Collate and record student absences.
- Liaise and correspond with current/past/prospective students and lecturers etc.
- Assist with the organisation and preparation for and the execution of Graduation and Registration days, including attendance at same.
- Handle correspondence and deal with telephone/email enquiries.
- Adhere to internal policies and procedures.
- Ensure reception continuity by providing cover for Receptionist during break & leave periods.
- Communicate effectively and work collaboratively with all College employees and departments.
- Undertake or oversee any other duties/projects as required and directed by the Assistant Registrar, having regard to the changing needs of the College.
- Deal professionally with Internal and External Examiners and candidate's enquiries either in person, by telephone or correspondence.
- Prepare files and produce candidate lists for each Examination.
- Liaise with the Academic Resource Office and Exams Officer in relation to the provision of reasonable accommodations and supports for students during exams.
- Arrange College facilities in conjunction with Facilities, the Academic Resource Office in relation to individual requirements.
- Prepare and despatch examination results and any other relevant examination documentation e.g. timetables, notices, mark sheets.
- Copy and collate examination papers and despatch to Examiners for marking.

- Assist in the automated marking of MCQ papers.
- Prepare and despatch result lists as required.
- Update candidates' records.

### Qualifications

- A third level qualification in business is desirable.
- Advanced proficiency in MS Office, in particular Excel and Word.

### Experience:

- 3 - 5 years' experience in a comparable role is essential.
- Experience in producing detailed and accurate written documents, minutes and statistics.
- Knowledge and experience in providing reception cover as well as operating in a dual role is desirable.

### Skills and Competencies

The candidate must have proficient knowledge in the following areas:

- Excellent administration, organisational and time management skills.
- Effective written and verbal communication skills.
- Strong attention to detail with proven ability to support numerical / data management administration requirements.
- Ability to work on own initiative and prioritise tasks to ensure agreed / approved organisational needs are met.
- Effective interpersonal skills.
- Ability to work and contribute positively and effectively towards team and organisational objectives.
- Ability to exercise sound judgement, diplomacy and confidentiality when interacting with colleagues.
- Proven and significant levels of flexibility and adaptability within dual reporting roles operating within a changing environment.
- Demonstrable experience in taking direction and instruction from management.
- Willingness to positively contribute to continuous improvement initiatives and adhere to policies and procedures.
- Willingness to take on other projects as may be assigned from time to time.

*This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.*

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### Application Requirements

Candidates should submit their C.V and covering letter specifically outlining how their qualifications and experience fits the requirements of the role to [hr@carlowcollege.ie](mailto:hr@carlowcollege.ie)

**\*Please note that all applicants should answer the following questions/statements when submitting their application. These answers will be taken into consideration in the shortlisting process:**

- Do you have 3 – 5 years' experience in a comparable role?
- Do you have experience in producing detailed and accurate written documents, minutes and statistics?
- Do you have knowledge and experience in providing reception cover?
- Do you have previous experience operating effectively with a dual reporting role, in a changing working environment that required high levels of flexibility?
- This role requires the successful candidate to commence immediately, are you available to commence the role immediately?
- What are your salary expectations?
- Are you able to commence immediately, what is your notice period?

Closing date for applications is **24<sup>th</sup> June 2018**

\*Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role requires that any offers are made subject to the successful applicant undergoing Garda vetting.

***Carlow College, St. Patrick's is an equal opportunities employer.***