



Job Description – Student Recruitment Intern

Job Title:	Student Recruitment Internship (Paid)	Contract Type:	Specific Purpose Contract, temporary, fulltime (7 months) <i>*This role requires out of office and evening work with travel a key requirement of this role.</i>
Function:	Student Recruitment	Hours of Work:	9.00 – 5.00 5 days per week
Reporting to	Head of Communications and Digital Marketing	Salary:	Commensurate with experience

Carlow College, St. Patrick's

Carlow College, St. Patrick's is a small third level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus close to the centre of town offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, Psychology, and Social Political and Community Studies. A number of postgraduate programmes are offered, including a professionalising M.A. (Leadership in Therapeutic Child & Social Care) and a MA/PGDip in Irish Regional History. There are also several postgraduate diploma and certificate programmes. Additionally, the College has an international programme attracting students from a number of Colleges in the United States.

Our commitment to Equality, Diversity and Inclusion

Carlow College, St Patrick's is committed to providing an inclusive working and learning environment, valuing diversity and fostering a culture where the rights and dignity of all its staff and learners are respected. Carlow College is dedicated to ensuring that all of its activities are governed by principles of equality of access, opportunity and participation. We recognise and celebrate the diversity of our college community, its learners and staff and we seek to actively promote a spirit of inclusiveness and mutual respect. The College is also committed to identifying barriers to equality, diversity and inclusion and providing supports to staff and learners to achieve their full potential.

In the promotion of equality, diversity and inclusion, Carlow College seeks to:

- Ensure that no prospective or actual learner or member of staff will be treated less favourably than any other in a similar situation during their study or employment at Carlow College on one or more of the following grounds: age; disability; race; religion; civil status; family status; gender; sexual orientation; membership of the Traveller community.
- Provide education of excellent quality to all its learners, whatever their identity, background or life experience.
- Identify and reduce barriers, which might deter prospective learners and staff members from applying to the College and to promote access for under-represented communities.
- Provide reasonable accommodation to learners, staff and service users with disabilities.
- Ensure that the Carlow College, St. Patrick's *Equality Policy* applies to all aspects of the learner and staff experience and welfare.
- Ensure that bullying, harassment or discrimination are not tolerated in any circumstance.

Our values and commitment to flexible working

Mission Statement

In the shared enterprise of education, through teaching, learning, practice placement and research activity, Carlow College, St. Patrick's prizes excellence in all it does and endeavours to respond creatively to the changing needs of its learners, of potential employers and of society.

Vision

Carlow College, St. Patrick's will educate, engage and inspire its learners through the provision of transformational learning and teaching experiences; it will enable a diverse learner and graduate population to achieve their academic and career potential and enable them to contribute to the ethical development of society at local, national and global levels.

Our core values are:

Truth and Integrity – We aim to create a research-led teaching and learning environment that is interdisciplinary in nature that inspires openness to new ideas and critical thinking and that is ethical in practice.

Respect and Justice – We recognise the diversity of our college community and seek to promote actively a spirit of inclusiveness, mutual respect and equality of opportunity and access.

Collaboration and Social Awareness – By creating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.

Friendliness and Service – We are committed to maintaining a hospitable, learner-centred environment that recognises each learner's individual learning journey, and that promotes, values and supports their personal, social and cultural development.

Creativity and Innovation – We believe that learning is about being open to new ideas and possibilities both in what we learn and how we learn. We are committed to being an educational space which promotes creativity and innovation as a way of responding to the contemporary world.

For information on our Governance and Organisation chart, please visit: [College Governance](#)

For information about Carlow College, St. Patricks, please visit: [About Carlow College](#)

Role Information

Role Overview

The Student Recruitment Intern is a key member of the Student Recruitment Team. Your overall responsibility involves the promotion of Carlow College, St. Patrick's and its educational programmes, and any other duties you may be reasonably assigned to achieve this. The College attracts students from secondary schools, Further Education providers, and other mature students.

Key Responsibilities

- Assist in the implementation of the recruitment and marketing action plans. This includes the planning, arranging and delivery of virtual and physical presentations about the College to audiences of prospective students.
- Represent Carlow College, St Patrick's at secondary schools, third-level trade fairs and exhibitions nationally, both physically and in a virtual space.
- Develop and maintain databases of relevant stakeholders e.g. Guidance Counsellors, educational institutions, national organisations.
- Build positive working relationships with relevant stakeholders e.g. guidance counsellors, teachers and principals in secondary schools, Further Education providers and other relevant institutions, which is integral to the role.
- Develop and implement a range of promotional initiatives and other project-based and ad-hoc activities to increase the number of current full and part-time Carlow College students.
- Work with internal departments including Marketing, Admissions Office, and professional support staff and academic staff of the College, in the promotion and marketing of programmes and student recruitment initiatives.
- Assist with the general marketing and promotion of the College, to include Open Days and Information Evenings.
- Assist with the planning and production of social media content in collaboration with Marketing
- Assist in the development, design and implementation of ongoing communication to support student recruitment.
- Research and reporting of national student recruitment trends to include the analysis and presentation of data sets.



- Monitoring, evaluation and reporting on recruitment activities to include the production of reports to inform recruitment strategy.
- Adherence to all Carlow College policies including data protection and Child Protection Policy.

Qualifications & Experience

- Relevant third level degree and/or equivalent qualification.
- Full clean driver's licence

Skills & Competencies

The candidate must be able to demonstrate their capacity in the following areas:

- Demonstrate excellent communication and interpersonal skills in a wide range of situations
- Excellent presentation skills are essential, with experience of relevant IT suites
- An ability to present and hold the attention of an audience is essential
- Customer service/sales/marketing experience desirable
- Knowledge of third level and second level education systems
- The capacity to work in partnership with colleagues and stakeholders in identifying opportunities and developing responses.
- Ability to work effectively and efficiently with all College departments and the general public
- High level of initiative, supported with a positive and flexible approach
- Creative with good attention to detail
- Demonstrate the ability to self-manage
- Excellent organisational, administration, and time-management skills
- Willingness to learn and commitment to continuing professional development.
- Proficient in Microsoft Office and Social Media tools

Additional Requirements:

- Applicants must have their own transport and a full clean drivers licence.

Additional Information:

- The successful applicant will be required to represent the organisation outside of core working hours with travel a key requirement of this role during peak recruitment period (September – January) and as appropriate during the remaining academic year.

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.

*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 made may be subject to the successful applicant undergoing Garda vetting. This role will also require the successful candidate to submit copies of their qualifications.

Personal data will be processed in accordance with our Privacy Notice for Employees.

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

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 . Closing date for applications is Friday, **9 May 2025**. Interviews will take place from Monday, 19th of May 2025

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

- Do you have a relevant third level degree and/or equivalent qualification?
- Do you have good presentation skills and are a confident public speaker?



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- Do you have a full clean driver's licence?
 - Do you have your own transport?
 - Do you have demonstrable knowledge of GDPR and Child Protection Policy?
 - Do you have experience in working across teams and functions?
 - What is your notice period?
 - What are your salary expectations?

Benefits offered by Carlow College

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| • Maternity/Adoptive Leave contribution | • Time Off in Lieu (TOIL) |
| • Paternity Leave contribution | • Professional Membership Fees |
| • Parental Leave | • Educational Assistance |
| • 20 days Annual Leave | • PRSA Scheme |
| • College Days | • Taxsaver |
| • Sick Leave contribution | • Bike to Work Scheme |
| • Bereavement and Compassionate Leave | • Microsoft Home User Package (MHUP) |
| • Study and Exam Leave | • Employee Assistance Programme |
| • Conferring Leave | • Flexi-Time (PSS) |
| • Onsite Parking | • Hybrid Working (subject to role) |

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