



## **Job Description**

### **Admissions Administrator**

#### **Background**

Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., the education division of The Washington Post Company and a leading international provider of higher education, professional development and lifelong learning programmes.

DBS has an enrolment of over 9,000 students and comprises four separate schools – the School of Business, the School of Arts, School of Law and the Professional School

The School of Business and the School of Arts offer programmes leading to academic awards at Higher Certificate, Degree, Higher Diploma and Masters levels. These awards are conferred either by the Higher Education and Training Awards Council (HETAC) or by Liverpool John Moores University (LJMU). The Professional School offers a range of both internally and externally examined programmes leading to the qualifications of recognised professional bodies.

DBS has established an excellent reputation for academic quality and standards and for offering qualifications that are highly relevant in the world of business. This has been a big factor in attracting students in such large numbers. However, the market for third level and professional programmes is highly competitive. DBS makes a substantial investment in marketing and promotion and the marketing function has a key role to play in our continuing successful development.

#### **Admissions Administrator**

The position of **the Admissions Administrator** has responsibility, reporting to the Admissions Manager, to provide a professional and comprehensive administrative service associated with admissions and the recruitment of Students within the Admissions Office. This may be the recruitment of domestic, international or European students.

**Responsibilities**

Specific responsibilities of the Admissions Administrator will include:

- Responsible for the administration processes associated with recruitment and admissions of students
- Analysis of student academic qualifications to assess for suitability and admission onto third level programmes.
- Ensuring that all applications are entered and updated accordingly on internal system and student files are made and filed away.
- Ensuring all relevant admissions emails/letters/phonecalls regarding enquiries/applications from students are dealt with effectively
- Answer queries/providing information on the telephone and following up phone calls by sending out the relevant printed information/literature
- Deal with personal callers to the Admissions Office
- Issuing of all letters, offers and other relevant documentation to eligible applicants
- Liaising with all applicants regarding status of their application
- Attending open events/exhibitions/fairs/schools representing DBS as part of the student recruitment process
- Additional administrative and marketing tasks as delegated by management

**Working Relationships**

The management of successful working relationships will be an integral aspect of the role. This will include

- Regular interaction with the Admissions Office
- Co-operation with Registrar's Office and/or the Professional School

**Reporting Arrangement**

The Admissions Administrator will report directly to the Admissions Manager and will have a high level of day-to-day autonomy in discharging his/her responsibilities.

Mandatory

- Organisational and administrative skills
- Proven ability to communicate information to the public in an effective and professional manner
- Excellent Interpersonal and written communication skills
- Good computer & keyboard skills, preferably including word processing, databases, spreadsheets
- Ability to work effectively and accurately under pressure
- Ability to prioritise and to meet deadlines
- Ability to work as part of a team to achieve goals and objectives
- Flexible approach to work.

To apply, please forward Cv and cover letter to the HR Office in Dublin Business School via email to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)

Closing date for receipt of applications is 5pm on Friday, 14<sup>th</sup> January 2011.