

<b>Position:</b>	Admissions Administrator
<b>Location:</b>	Dublin Business School
<b>Working Hours:</b>	8:45am – 5:15pm, Monday – Friday
<b>Reports To:</b>	Admissions Manager
<b>Key Stakeholders:</b>	Marketing & Admissions, Students, Academic Operations

### **Admissions Administrator**

The position of Admissions Administrator, reporting to the Admissions Manager, has responsibility for providing a professional and comprehensive administrative service associated with the admission and recruitment of Students within the Office.

### **Responsibilities**

Specific responsibilities of the Admissions Administrator will include:

- Responsible for the administration processes associated with recruitment and admission of students;
- Analysis of student academic qualifications to assess suitability for admission onto third level programmes;
- Provision of educational guidance and advice to prospective students;
- Ensuring that all applications are entered and updated accordingly on the student information system and that student files are maintained;
- Ensuring all relevant admissions emails/letters/phone calls regarding enquiries and applications from students are dealt with efficiently and effectively;
- Answer queries and providing information on the telephone, following up on phone calls by sending out the relevant printed information/literature;
- Dealing 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 on a daily basis;
- Attending open events/exhibitions/fairs/schools representing DBS as part of the student recruitment process;
- Attendance at Course Registrations/Information Sessions;
- 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 and includes:

- Regular interaction with the rest of the team in the Admissions Office;
- Co-operation with Academic Affairs 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.

### **Essential Criteria**

- 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 extremely accurately under pressure
- Ability to work as part of a team
- Flexible approach to work
- Ability to deal with high volumes at key periods
- Previous experience of working in an educational institution would be beneficial for this position

*To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)*

*All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland (upon being invited to interview).*

*Please refer to our privacy policy which can be found on our DBS website.*

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*

