

ADVERT ID 160883

General

Dublin International Foundation College

Griffith College Campus South Circular Road Dublin 8
<https://difc.ie>

MAIN DETAILS

Status: Deactivated
Level: Higher & Further Education
Date Posted: Tue Sep 28 2021
Application Closing Date: Fri Oct 15 2021
Commencement Date: Mon Oct 18 2021
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:

University Placement Counsellor

Description:

Dublin International Foundation College (DIFC), based on the Griffith College Dublin campus, runs foundation programmes which allow international students to progress to undergraduate and postgraduate courses in Ireland and the UK.

We are looking for a enthusiastic self starter with excellent communication skills to complete and monitor the progress of students' university applications to ensure placement once their foundation course is completed.

The ideal candidate would have experience working in a third level academic environment dealing with International students and with a good knowledge of HEI recruitment and admissions processes. The candidate would have excellent written and verbal communication skills, and be highly efficient in administrative duties.

The job description includes but is not limited to:

Exposing Students to DIFC University Partners

Explain to students how to search, interpreting university entry requirements

Screening of students university choices to ensure students are in the correct pathway based on their career plans and review carried out by academic team at registration

Communication of placement deadlines to students and tutors

Organising online university application workshops for students

Keeping placement CRM up to date with relevant information regarding where the students are in the placement cycle and if they are on target to progress to University

Provide feedback to students where applications are rejected and no conditional offer is made

Design and test CRM forms to collect relevant information from students under University applications, University application Choices, CF/CI choices ,deposits and Final Destination

Communicating between the Universities and students regarding interviews, applications, conditional offers, decisions, CAS and confirmation of firm offers

Ensuring final grades are sent to the Universities who have sent conditional offers

Provide feedback to partners if offers are not accepted

Producing reports for Centre Manager on student placement for each year and final destination

Work with DIFC Finance Manager and Center Manager on Referral Fees Projections

Confirm referral fee with all partners based on firm offer letters and registration of student with DIFC partner

Support of university visits and counselling fair

Administration of university visits and attending university visits with students, where possible

Coordination of the university Counselling fair

Planning of yearly Placement Calendar in consultation with programme managers

Planning of weekly Placement tutorial topics according to placement calendar and weekly timetable

Please apply with a CV and cover letter explaining why you would be a good fit for the position.

Reference ID: UPC21

Application deadline: 15/10/2021

Job Types: Full-time, Permanent

Salary: €30,000.00-€40,000.00 per year

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To:	Griffith College Campus South Circular Road Dublin 8
County:	Dublin
Postal District:	Dublin 8
Enquiries To:	neil@difcdublin.ie +353860732486
Website:	https://difc.ie
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