

ADVERT ID 135499

General

BIMM Dublin

62-64 Francis Street Dublin

<https://www.BIMM.co.uk>

MAIN DETAILS

Status: Deactivated
Level: Higher & Further Education
Date Posted: Thu Jun 4 2020
Application Closing Date: Thu Jun 18 2020
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:

Student Support Officer

Description:

Contractual Hours: 9:00AM-5:30PM, Monday to Friday (37.5 Hours per week)

About BIMM Institute

BIMM Institute has colleges in eight highly creative cities – London, Berlin, Dublin, Brighton, Manchester, Bristol, Hamburg and Birmingham – and is proud to be the largest and leading provider of creative arts education in Europe.

BIMM Institute's colleges have over 50 years' experience between them in helping students launch successful careers in the Music, Film, and Performing Arts Industries

We offer a broad range of Higher and Further Education courses in popular music, performing arts and film and screen – including BA(Hons)/BMus Degrees, nationally accredited Diplomas and MAs. Our professional highly vocational and real-world courses include studies in music performance, performing arts, songwriting, music production, music business, event management, music marketing media and communication, film and screen.

Person Specification

The Student Services Officer will have a key role in supporting the Head of SS in ensuring that all aspects of the School's Student Services provision, including pastoral tutorials, counselling, learning support, welfare awareness programmes and student representative programme are delivered in line with the requirements of our key educational partners and in order to support all students at BIMM Institute Dublin. The Student Services Officer will make a significant contribution to the on-going monitoring of all aspects of student progress including attendance, retention and achievement, and will ensure that timely and effective interventions are made to support students. The Student Services Officer will have a role in maintaining student records in line with new GDPR requirements.

Essential criteria

- Educated to degree level
- Computer literate with an excellent knowledge of Excel and Word
- Excellent interpersonal skills with the ability to communicate at all levels face to face and over the telephone
- High level of accuracy in data inputting
- Ability to work quickly and accurately under pressure

Desirable criteria

- Experience of working in Higher Education or with young people
- Experience in a pastoral care role
- Knowledge of learning support needs
- Experience working in a learning support role

APPLICATION REQUIREMENTS

- Curriculum Vitae

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Apply To:

County: Dublin

Postal District: Dublin 8

Enquiries To: careers@bimm.co.uk

Website: <https://www.BIMM.co.uk>

Further Information: <https://bit.ly/373PjEW>

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