

ADVERT ID 70849 *

General

Mary Immaculate College

FAO: Human Resources Office Address: Mary Immaculate College South Circular Road Limerick
<https://www.mic.ul.ie/vacancies/>

MAIN DETAILS

Status: Deactivated
Level: Higher & Further Education
Date Posted: Fri May 10 2013
Application Closing Date: Fri May 24 2013
Commencement Date: Mon Jul 1 2013
Status of Post: Temporary
Number of Vacancies: 1

POST DETAILS

Title:
Student Recruitment Officer

Description:
Mary Immaculate College wishes to appoint a Student Recruitment Officer on a full-time, contract basis commencing July 2013 until 30th June 2015.

The Student Recruitment Officer will serve as a first point of contact between second level schools / Gaelcholáistí, potential students and Mary Immaculate College. He/she will be involved in the promotion of Mary Immaculate College and its programmes, and in the recruitment of students. The Student Recruitment Officer will play a proactive role in the design and implementation of various student recruitment strategies. The Student Recruitment Officer will be a key member of the Corporate Communications Office and will have particular responsibility for alumni communications.

The appointee should:

- Be highly motivated, flexible and discreet
- Be capable of working on his/her own initiative and as part of a team
- Be capable of working in a highly confidential manner
- Be capable of working to established deadlines
- Be capable of working under pressure

Candidates will have:

- a) Relevant 3rd level qualification
 - b) Proven administrative skills with the ability to prioritise, manage and complete a variety of tasks at times of high pressure
 - c) Excellent IT skills and a high proficiency in Word, Excel, PowerPoint, and Access, as well as experience in web-based content management
 - d) The ability to work effectively within an established team environment
 - e) Excellent interpersonal, organisational and communication skills
 - f) Proven public speaking abilities and presentation skills
 - g) Demonstrable knowledge of the Third Level Education system in Ireland
 - h) A competence in Gaelige
 - i) A full clean driving licence and his/her own means of transport.
- Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

Application is by letter, and the letter of application must include a Curriculum Vitae (unbound), which should give details of educational qualifications, relevant experience and interests including teaching experience if any, and relevant experience in academic administration. Five

unbound copies of the complete application must be submitted. E-mail applications will not be accepted. Letters of application must contain the names, contact addresses, telephone numbers and e-mail addresses of three referees.
Please refer to the website www.mic.ul.ie/vacancies before making an application.

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Apply To:	FAO: Human Resources Office
	Address:
	Mary Immaculate College
	South Circular Road
	Limerick
County:	Limerick
Phone:	
Website:	https://www.mic.ul.ie/vacancies/

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