

TITLE: Student Affairs Manager – Permanent Whole Time (PWT)

REPORTING TO: Vice President for Academic Affairs & Registrar

LOCATION: Galway Campus

THE ROLE:

The Vice President for Academic Affairs & Registrar's Office has responsibility for overseeing and co-ordinating the Academic, Administrative and Student Affairs of the Institute. The promotion of quality as the basis on which the Institute runs its affairs including academic programmes, teaching, research, administrative processes and services to its students and staff is of fundamental importance. The Academic Affairs, Student Services, Awards and Administration functions are the means by which the services of the Academic Affairs & Registrar's office are provided. Close liaison and co-operation must be maintained between other offices and staff of the Institute, including Administration, Exams and Admissions, MIS Services and Research Centres. Academic Awards and Quality Assurance processes are linked directly to the statutory Academic Council and its sub-committees.

GMIT has a vacancy for a Student Affairs Manager to support quality assurance in the continuing growth and diversification of multi-campus academic operations, research and internationalisation within GMIT. The Student Affairs Manager will support and implement the academic and policy frameworks agreed by the Academic Council, will be an *ex officio* member of Academic Council, and a member of the Middle Management Team.

This post is at Central Services Manager (CSM) level, reporting to the VP Academic Affairs & Registrar. The Student Affairs Manager works closely with the Heads of Schools and the Heads of Departments on an on-going basis. The person appointed will also work with the academic, administration and technical support staff and will engage with staff across the Institute.

REQUIREMENTS:

- An appropriate degree and/or professional qualification.
- Extensive administration experience.
- Excellent communication and analytical skills.
- Good computing skills.
- The recommended candidate must also pass a medical examination prior to taking up duty.

DESIRABLE:

- Have a competence in and a commitment to quality policies and procedures in operation in higher education;
- Have excellent presentation and report writing skills;
- Have high degree of numeracy including statistical analysis and data interpretation;
- Have effective people management skills, including recruitment, performance management and the development of high performance teams;
- Have excellent organisational skills with an active approach towards problem solving;
- Have budget management experience.

MAIN DUTIES:

Within the context of the work of the Academic Affairs and Registrar's Office the broad areas of responsibility of the post include:

- Responsibility for the overall management of all student admissions and registration including related procedures and working with the Central Admissions Office throughout the year;
- Responsibility for the effective management of the provision of student services;
- Responsibility for the effective running of examinations and conferring;
- Maintenance of appropriate student records;
- Development and maintenance of an effective reporting environment;
- Analysis and interpretation of student data (including the production of the annual statistical returns) and to report to the VP for Academic Affairs & Registrar and the Executive to inform the academic planning process;
- Responsibility for admission decisions including compliance with CAO requirements and the determination of the eligibility of non-standard applicants;
- Development and oversight of the Institute's policies and procedures related to student affairs and communication of same to staff and students;
- Responsibility for the effective management and deployment of staff in Student Affairs, including recruitment, performance management and development of staff;
- Monitoring and reporting on the implementation of a Quality Improvement Plan;
- The implementation of the Academic Calendar;
- Support programme and module systems management across all academic programmes in conjunction with Heads of Schools and Heads of Departments;
- Support for internal and external reviews of the Institute and its Academic processes;
- Identify best practice in relevant areas by benchmarking higher education institutions;
- Represent the Institute on relevant national groups;
- Organise relevant training and development for academic staff;
- Contribute to Academic Council and other committees within GMIT when relevant;
- Support QQI projects, and maintain the QQI Order in Council;
- Support relevant objectives in the GMIT Strategic Plan and Performance Compact with the HEA;
- To perform such other duties as may be assigned by the Vice-President for Academic Affairs & Registrar from time to time.

Hours of Work: 37 Hours per week

Annual Leave: 30 days per annum

Salary Scale: €68,498.00 - €87,279.00 (Senior Management Grade) (9 Increments)