

TITLE: Grade IV Assistant Staff Officer (PWT) Permanent Whole-Time (Initial Assignment – Office of Academic Affairs)

LOCATION: Galway Campus

Competition Type:

This is a confined competition from the Education & Training Sector Candidate Pool (The Education & Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector, the Education and Training Sector comprising Education and Training Boards (ETBs) and Institutes of Technology (IOTs)).

REQUIREMENTS

Candidates must:

- have the requisite knowledge, skills and competencies to carry out the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector.

The recommended candidate must also pass a medical examination prior to taking up duty.

DUTIES:

- The appointee may be assigned to any of a very wide range of areas or activities carried out in the Institute, in any of its campuses.
- The job could include the supervision of small groups, usually of one level, on routine clearly defined tasks where the jobholder's duties include the organisation of work and staff to achieve specific, usually cyclical targets.
- Alternatively, the job could involve work on specific areas of service provided by or within the Institute, involving the application of interpreted policy under general supervision only, to specific cases and the making of recommendations on a particular course of action. The jobs would usually involve taking decisions, within clearly defined policy, on level/eligibility/entitlement with regard to such issues as course entry, services, fees, grants, etc. and communicating with students, staff and members of the public on non-routine matters.
- The appointee could also be assigned as a secretary, involving the provision of a range of supportive services, including typing and audio typing, to a senior officer/committee/staff member, and involving access to and processing significant confidential information. The job could involve regular contacts with students, staff, the

public and organisations and individuals at all levels where discretion, tact, courtesy and judgement would have to be constantly exercised.

- All jobs demand a good knowledge and skill in the use of Information and Communication Technologies and appointees will be expected to use new techniques and technologies as they arise. The Institute will provide the necessary training as appropriate.
- Following appointment, the appointee will be assigned to a particular location and post - Institutes may operate a number of different locations in addition to the main campus. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post.

Specific Duties: Office of Academic Affairs

Initial assignment – Admissions office within the Office of Academic Affairs

The successful candidate will:

- Assist the Admissions Officer with the assessment of all applications for entry e.g. CAO, Other School Leaving Exams (OSE), Mature, Direct Internal and External Applications etc.
- Be familiar with and process applications for the HEAR/DARE/GMIT Access schemes.
- Assist with the updating and re-opening of the online application process annually.
- Be familiar with GMIT programme offerings and entry requirements for the same.
- Have or be required to acquire knowledge on the Recognised Prior Learning and International processes and procedures.
- Be involved in the preparation of the Graduation Ceremonies to include the Special Purpose Award Ceremonies, ensuring accuracy of information and inclusion of all graduates in the graduation process, preparing the venue and compiling statistics.
- Assist with the provision of detailed analytical and statistical information on applications and graduation data as required.
- Supervise and assist in training new staff as the need arises.
- Complete any other duties as required from time to time.

The successful candidate may be required to work in other areas of the Institute should the need arise.

HOURS OF WORK: 37 hours per week.

ANNUAL LEAVE: 23 days annual leave per annum (New Entrant) as per Circular 0009/2014.

For existing staff who have their leave entitlements set in accordance with Circular 0009/2014, these staff will, upon promotion:

- Maintain their current leave entitlement, if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.

Salary Scale: €30,212.00 - €42,042.00 (8 Increments)