

## **Foundation for International Education: Residence Life Supervisor (Part Time) (<https://www.activelink.ie/node/108691>)**



### **RESIDENCE LIFE SUPERVISOR, FIE DUBLIN**

The Foundation for International Education ([www.fie.org.uk](http://www.fie.org.uk) (<http://www.fie.org.uk/>)) is an international educational organisation working in partnership with universities and colleges in the US to provide immersive study abroad programs for undergraduate students in London, Dublin, and Amman.

FIE is currently seeking qualified, confident and reliable applicants for the following part-time (approximately 20 hours per week), fixed-term (one year) position. The position is live-in, and based in a student residence hall located at Binary Hub, where the successful candidate will be responsible for providing pastoral care to undergraduate students.

**Job Title:** Residence Life Supervisor (RLS)

**Location:** Dublin, Ireland

**Salary:** €12,100 gross, per annum (accommodation included)

**Start Date:** 1st September 2024

**Application deadline:** 30th June 2024

**Interviews:** On rolling basis

**Location:** Binary Hub Dublin, Bonham St, Dublin 8, D08 R596, Ireland

### **Job Summary:**

The Residence Life Supervisors (RLS) helps to create and cultivate a welcoming and inclusive living and learning environment for students. Acting as the first point of contact, the RLS team provide guidance and support to students, handling issues when they arise. This is a part time, fixed term, live-in position. Accommodation is provided in a single ensuite bedroom within a shared apartment within student accommodation in Dublin City Centre. Kitchen and common space will be shared with other residents of Binary Hub which may include other FIE staff, visiting faculty, or students. The typical working pattern will be 20 hours per week.

### **Working alongside the FIE Dublin team, the RLS team:**

- Initiate contact and foster good relations with all students in the residence, fostering an atmosphere of mutual respect, engagement and support
- Act as the first point of contact outside of office hours for students over weeknights and weekends
- Provide guidance and support to students and handling issues when they arise.
- Assist in student life management and operational delivery including excursions, events, meetings and other activities
- Support student arrivals and departures at the start and end of each semester, including but not limited to airport welcome duties, student orientations and welcome events.

Throughout the year FIE works with a variety of accommodation providers both within Dublin City Centre and the suburbs to accommodate students. RLS's will be required to engage with students at all locations. Support for students is provided consistently via a monthly schedule agreed between team members. During peak periods RLS's will also perform some administrative duties as assigned. The typical working pattern will be 20 hours per week.

### **Required Qualifications, Skills and Experience:**

- Undergraduate or postgraduate degree.
- Strong intercultural and interpersonal communication skills, with a friendly and approachable personality.
- Strong work ethic, alongside patience and resourcefulness.
- Flexibility to respond to student needs and team requests.
- Sound judgment and ability to ascertain the level of seriousness of a situation.
- Crisis management skills.
- Wide knowledge of Dublin and Ireland as an educational and social resource.
- Competent social media skills, including Facebook and Instagram.
- The ability to work independently with minimal supervision.

## Job Description

The full job advert and job description can be downloaded from our website by clicking [here](https://www.fie.org.uk/news-and-events/1093-residence-life-supervisor-fie-dublin) (<https://www.fie.org.uk/news-and-events/1093-residence-life-supervisor-fie-dublin>).

## Application Process

Please submit a CV, covering letter, and the contact details of two referees as attachments via email [tchr@fie.org.uk](mailto:tchr@fie.org.uk) (<mailto:hr@fie.org.uk>). In your covering letter, please tell us the skills and experience that you possess which makes you the perfect candidate for this exciting role.

**Successful applicant will be required to produce acceptable documents confirm the right to work in Ireland.**

**APPLICATIONS WITHOUT A COVERING LETTER WILL NOT BE CONSIDERED.**

***FIE promotes equality of opportunity and diversity within the workplace and welcomes applications from all sections of the community.***

### Region

Dublin 8

### Date Entered/Updated

4th Jun, 2024

### Expiry Date

30th Jun, 2024

Attachment	Size
<a href="#">Job Description RLS Dublin 2024.pdf</a>	44.98 KB

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/108691-foundation-for-international-education-residence-life-supervisor-part-time>