

IES Abroad Dublin: Student Affairs Coordinator **(<https://www.activelink.ie/node/112659>)**



IES Abroad Dublin (www.iesabroad.org (<http://www.iesabroad.org>)) is hiring a full time Student Affairs Coordinator to support our Spring and Summer terms. IES abroad is a not-for-profit organisation located in Rathmines, Dublin.

Student Affairs Coordinator

Hours: 40 hours/week Monday – Friday

Reporting to: Student Affairs Manager

Salary: 32,000/year

Contract: Fixed 8-month term (Feb-Sept)

Purpose:

To support the Student Affairs Manager by delivering high standard of student support by being a first point of contact for students and faculty. To assist team members in maintaining IES Student Affairs Protocols. Maintain a helpful and pro-active presence at all times. Please submit your CV and cover letter to mmarkey@iesabroad.org (<mailto:mmarkey@iesabroad.org>)

Responsibilities:

Before New Term Begins:

- Assist in planning day trips for Standardised Program, CPs and SAFs
- Prepare the housing allocations for CPs and SAFs in Stay City
- Send the Housing Allocation form to Matt Rader and Tacora Thompson
- Assist with SAFs and CP Arrivals in Spring
- Assist with the arrival of all summer programs

Start of Semester:

- Create an emergency drill for CPs and SAFs
- Take part in Orientation for all programs, for example, Leading local area essentials walks, helping students acquire LEAP cards, walking students to orientation events, being available to answer questions and support students during their first week in Dublin

During Semester:

- Develop positive relationships with students
- Encourage interpersonal and group interactions between students
- Identify and offer assistance to students who have personal, academic, health, or other problems
- Refer students to appropriate professionals/agencies/IES staff
- Organise and attend meet ups with students who might be struggling during their time in Dublin
- Attend day and weekend trips with other IES staff and students from CPs, SAFs, Internships & Standardised Programs
- With Student Affairs Manager, send the CMT Overnight Trip form before each term
- Going to the Garda Station to report minor incidents (i.e. theft) with the student
- With Student Affairs Manager, work to support all student welfare needs for all programmes
- Working in tandem with the Academic Team to ensure student satisfaction with their academic progress

- Evening and weekend work are required
- Provide Emergency Phone support 24/7, in rotation with all IES Dublin full-time staff
- Be first aid trained (provided by IES)
- Be familiar with IES Protocols and Student Affairs on-line training materials.

Key Requirements:

- Suitable for a recent graduate
- Bachelors degree required
- International experience (working, living or studying abroad)
- Ability to create and maintain positive relationships with a wide range of stakeholders
- Excellent organisation and communication skills
- Flexibility; ability to work independently and eager to work in a team environment
- Empathy, good listening and mediation skills and sense of humour are essential
- This is a student facing role that requires working in an office a minimum of 3 days per week with occasional out of office hours responsibilities, TOIL is provided for evening and weekend work.

Application deadline: 20th January 2025

Please submit your CV and cover letter to mmarkey@iesabroad.org (<mailto:mmarkey@iesabroad.org>) .

Region

Rathmines, Dublin 6

Date Entered/Updated

13th Dec, 2024

Expiry Date

20th Dec, 2024

Source URL: <https://www.activelink.ie/vacancies/education-training/112659-ies-abroad-dublin-student-affairs-coordinator>