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**Student Services Manager**

**(Permanent Whole Time)**

**Job Description**

The Student Services Manager reports to the Vice-President for Academic Affairs and Registrar. The Student Services Manager is responsible for the overall management and development of student services on both the Letterkenny and Killybegs campuses. The primary services reporting to the Student Services Manager include: Health; Student Counselling; Chaplaincy; Careers; Sports Centre and Sports; and The Curve (Access Office). The Student Services Manager works closely with the Heads of Faculty 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.

**Experience and Qualifications**

**Essential**:

* Honours Primary Degree in any discipline or equivalent professional qualification.
* A minimum of 5 years post qualification relevant experience

**Desirable:**

* Experience in the management of support / welfare services for individuals within an organisational setting.
* Experience working with students in a higher education environment.
* Effective people management and problem solving skills.
* Excellent communication, analytical and report writing skills.
* A post-graduate qualification.

**Duties:**

* Be responsible for policy, long-range planning, budgeting, personnel, and leadership and management in the administration of student services.
* Develop, implement, administer, and evaluate programmes, policies and budgets necessary to accomplish the goals and objectives of the Student Services department.
* Development and oversight of the Institute’s policies and procedures related to student services and communication of same to staff and students.
* In consultation with staff, formulate goals and objectives for the department in accordance with the Strategic Plan.
* Be responsible for the effective management of the provision of student services and deployment of staff, including recruitment, performance management and development of staff.
* In consultation with other members of the Institute community, develop and implement policies to foster a student culture which values diversity and in which students learn to respect differences, take responsibility for their actions, and exercise leadership.
* Design and develop student development programmes which may serve as a basis for initiation or revision of Institute policies and procedures which may support the Institute’s planning activities that promote retention of students.
* Provide an annual report and other relevant reports and surveys relating to student services as required by the Vice President for Academic Affairs and Registrar.
* Liaise with other functions in the Institute and with external bodies as appropriate.
* Represent the Student Services department on internal and external bodies as appropriate.
* Oversee all communications and documents relating to the area.
* Develop an Alumni Association for graduates.
* Co-ordinate and manage ongoing quality reviews of the department, including Professional Service Reviews.
* Perform such other duties as may be assigned by the Vice-President for Academic Affairs & Registrar from time to time.

**Salary scale: €74,570 - €95,150 per annum**

**Selection Procedure:**

Selection will be by interview and in accordance with procedures laid down by the Department of Education and Skills. Short-listing may take place. Applications on the official application form must be emailed to Recruitment@lyit.ie **not later than 12.00 noon on Friday 4 December 2020.**

**Please note: The indicative date for interviews is Friday, 18 December 2020.**

**Please note:** Application forms and job descriptions for the post are available on

LYIT’s website: <https://www.lyit.ie/About/Careers-at-LYIT>

**Note: The successful candidate will undergo Garda Vetting which is a condition of employment.**

The Institute does not refund expenses incurred in relation to attendance at interview.

In line with the record retention policy of this Institute, paper records relating to the interview process are retained for a period of two years, at which point they are destroyed. Should you wish to make any enquiries in relation to this particular competition you will be required to do so within the next two years.

##### Letterkenny Institute of Technology is an Equal Opportunities Employer