

Job Title:	Student Services Co-ordinator – Student Life
Reporting To:	Head of Student Services Office or nominee
Location:	123 St Stephens Green, Dublin 2
School (or department):	Student Services Office
Contract type/duration:	Permanent Full time
Closing date for applications:	Monday, June 26 th of June

RCSI is a community of academic, research and professional staff working collaboratively to lead the world to better health. Here, you will thrive in an innovative and inclusive atmosphere and your personal development and wellbeing will be supported. We invite you to join us to help deliver on our exciting mission “To educate, nurture and discover for the benefit of human health”. We seek candidates whose experience to date has prepared them to contribute to our commitment to the [“Race Equality Action Plan 2021-2024”](#) at RCSI.

For each of the last six years, RCSI has been positioned in the Top 250 of universities worldwide and ranked in the world’s Top 50 by Times Higher Education for our contribution to the United Nations’ Sustainable Development Goal Number 3 ‘Good Health and Well-being’. This reflects our commitment to supporting people of all ages to live healthy lives and our work to promote the concepts of well-being and positive health. Our values of **Respect, Collaboration, Scholarship and Innovation** continue to unite and direct our purpose.

About the post:

The Student Services Office is seeking a highly motivated individual for the role of Student Services Co-ordinator. The successful candidate will join the Student Services Team which delivers an A-Z of non academic/out of classroom supports and services to students. The primary focus of the role is to provide oversight of the 35 Sports Clubs and teams within the university. Deliverables span a range of areas including financial, health and safety, governance and operations in addition to ensuring all relevant policies and procedures are implemented appropriately. Day to day activities include the management of budgets, facilities, kit and transport, to games, matches, intervarsities, tours and trips. This all-encompassing role serves to ensure the needs and requirements of all clubs and teams are met and supported. On site presence will be required for the first 12 months in the role to support the training and settling in process, with flexible options available thereafter.

Job Responsibilities

- To support and develop a wide range of activities and events for the university’s 35 sports clubs and teams
- To deliver induction and orientation to the clubs captains and team leaders and to support these leaders in all aspects of their roles
- To allocate budgets to all active clubs and ensure all funding spent complies with university rules and regulations
- To balance all clubs accounts at year end and ensure no overspends occur
- To oversee all facilities bookings for external service providers and ensuring all such providers are licenced and legitimate operators
- To oversee the engagement with third party staff e.g., coaches and trainers - including approval of fees/rates and managing payments for services delivered



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- To oversee payments and reimbursements on behalf of clubs and teams in line with university financial management rules and guidelines
- Drive engagement of the student body in clubs activities in addition to raising the profile of clubs and teams
- Work closely with the Societies Co-ordinator to ensure harmony of practices across all student life activities of clubs, teams and societies
- As part of student engagement initiatives, to support new and existing engagement projects for clubs, teams and the wider student body
- To act as key administrator for all aspects of the Student Leadership Development Programme from initial sign up and monitoring to programme completion and awards ceremony
- To support and champion the Student Life Portal which consolidates all clubs, societies and SU events and act as a 'one stop shop' for clubs activities
- Liaise and work closely with Sports Union and Student Union Officers to deliver safe and engaging student events both in person and on line
- Ensure Health & Safety requirements for all club and team events and activities are in place and are adhered to at all times – working closely with the RCSI Health & Safety Officer
- Writing, updating and maintaining standard operating policies, procedures and frameworks
- Design and update handbooks and guides relating to clubs and teams operations
- Support the activities and deliverables of the unit as whole including partnering with existing Student Services Co-ordinators as required in the delivery of supports and services
- Liaising and working with National Governing Bodies to ensure best practice is supported and upheld at all times
- Comply with statutory legislation and rules and requirements in furtherance of personal and general staff welfare and safety.
- Representing the best interests of RCSI and the Student Services Office at all times.
- Contribute to the development and roll out of special projects within the Student Services Office
- Be flexible and adaptable to changing duties and deliverables of the post and undertaking other duties and training as may be required.

Knowledge & Experience – (Essential):

- Strong administrative skills in addition to high level of accuracy and attention to detail
- Strong interpersonal, written and verbal communication skills
- Conscientious and motivated to deliver the best possible results
- Ability to work to deadlines, find solutions and solve problems
- Team Player capable of collaborating with both internal and external stakeholders
- Flexible and adaptable





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- Decision making skills in addition to high levels of diplomacy and confidentiality
- Capable of learning quickly and responding effectively to changing student needs and circumstances.
- Proficiency in Microsoft Office

We are all too aware that imposter syndrome and the confidence gap can sometimes stop fantastic candidates putting themselves forward, so please do submit an application — we'd love to hear from you.

Employee Benefits

RCSI make sure you have the resources you need to thrive by offering a wide range of benefits in areas including time away, finance, community, health, and well-being and insuring your financial future. Below are some additional benefits available to you as an RCSI employee:

- Minimum of 20 days annual leave, plus an additional 6.5 Privilege days
- Flexible/hybrid working options for colleagues across many roles
- Additional leave options incl. paid maternity leave, paternity/parental leave, study leave
- 7% Employer pension contribution
- Onsite gym €10 per/mth incl. classes and PT sessions
- Childcare support 20% discount at Giraffe
- Free eye test and annual flu vaccination
- TaxSaver commuter tickets and Bike to Work schemes
- A site sustainability team focusing on the environmental initiatives; [Green Campus Initiative](#)
- Competitively priced café and restaurant
- Equality, Diversity & Inclusion forums, and network groups
- Employee assistance programme with Spectrum Life
- Learning and Development training programmes incl. LinkedIn Learning for career progression
- Discounted services incl. GP visits, 10% off dental, staff parking, mobile tariffs, Group Scheme discount on numerous brands
- Sports and social club incl. yoga, Pilates, fitness classes, Zumba, running club, social evenings, Summer BBQ
- Ticket Draws for events including; Rugby, Taste of Dublin, Dublin Horse Show, theatre, music & comedy events

Application Process





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Please apply online with your CV and Covering Letter. Informal enquiries can be directed to Florencia Raimondo at florenciaraimondo@rcsi.com

Note: This job description may be subject to change to reflect the evolving requirements of the Department and RCSI. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position. RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race. RCSI is committed to embedding equality, diversity and inclusion (EDI) across everything we do. This ensures we can all work and learn in an environment defined by dignity and respect. Eligibility to work in Ireland is a requirement of this role, Proof of eligibility documentation will be required at a later date. Under limited and specific circumstances (research/ specialist roles) RCSI may be in a position to seek a hosting agreement and/or work permits. Employees are required to undertake 6 months service in their current role before applying for other internal opportunities, unless agreed in advance by the SMT representative

