



STUDY GROUP IRELAND LIMITED



#JOB-2414270



Newstead Block A, Uni Col Dublin, Belfield,
Dublin 4,



No of positions : 1



Paid Position



37.5 hours per week



16.77 Euro Hourly



30/09/2025



28/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : cryan@studygroup.com



Open your camera
app & point here
to view this ad
online



Data & Operations Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Dublin International Study Centre is seeking a highly motivated and enthusiastic individual to join us as a Student Data and Operations Coordinator with previous experience in student/customer service on a full time permanent basis, beginning in December 2025.

This role will support students and staff on programmes which prepare international students for level 1 undergraduate study in UCD and to support students in achieving their progression requirements.

- **Sector:** education

Career Level

- Not Required