



EXPERT EDUCATION LIMITED



#JOB-2432634

Office 17, Bank House, 331 S Circular Rd,
Dublin 8, D08 VX36

No of positions : 1



Paid Position



20 hours per week



14.15 Euro Hourly



05/02/2026



05/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@expertconsultants.ie



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



Admissions & Compliance 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

Location: Dublin, Ireland

Job Type: Part-Time

Role Overview

We are seeking a detail-oriented and motivated Admissions Coordinator to manage student applications, coordinate with partner institutions, and support clients throughout the admissions process. The ideal candidate will have strong administrative skills, excellent communication abilities, and a good understanding of education pathways like foundation, Undergraduate & Postgraduate courses.

Key Responsibilities

- Manage student admission applications, Universities and course selection.
- Prepare and submit applications to partner universities and colleges.
- Review academic documents and ensure compliance with university requirements.
- Liaise with Irish universities, colleges, and partner institutions regarding admissions updates.
- Guide students on entry requirements, documentation, and application timelines.
- Maintain accurate student records using internal database.
- Monitor deadlines and ensure timely submission of applications
- Provide regular updates to students and internal teams
- Support marketing and recruitment activities when required.
- Any other duties assigned by line Manager

Requirements

- Bachelor's degree in business, IT, Education, Administration, or related field
- Strong organisational and time-management skills
- Excellent written and verbal communication skills
- Ability to manage multiple applications and deadlines simultaneously.
- Proficiency in Microsoft Office.

- Knowledge of Irish higher education system is an advantage

Skills & Competencies

- Attention to detail and accuracy
- Client-focused approach
- Problem-solving mindset
- Ability to work independently and within a team
- Professional and ethical conduct
- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Entry Level