



Company Details Confidential



#JOB-2444310



INDEPENDENT COLLEGE DUBLIN, Foley
Street, The Steelworks, Dublin 1, D01 X997



No of positions : 1



Paid Position



40 hours per week



32000.00-37000.00 Euro Annually



30/04/2026



28/05/2026

How to apply

Application Method :

Not available



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online



Student Experience Executive

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

The Student Experience Executive role is key to enhancing the international student experience at Independent College. They have the responsibility to drive incremental improvement of the student experience through the journey from arrival to graduation.

The Student Experience Executive works closely with and supports senior colleagues with oversight for the student journey, including the Head of Quality Assurance, Academic Support Manager and Programme Leaders.

Additionally, the Student Experience Executive works with academic and support staff to optimise the student experience and contribute to the continued success of Independent College. The Student Experience Executive reports to the Dean of Student Affairs.

Job Duties:

Supports the Dean of Student Affairs and the College to ensure compliance with the QQI Code of Practice for Provision of Programmes of Education and Training to International Learners.

Direct coordination of College wide induction sessions for all cohorts (enrolment cohorts and advance entry) and follow-up orientation activities to facilitate the needs of incoming learners including learner support, accommodation, and immigration.

Oversee Pre-departure session with the Admissions Team to assist orientation of international learners with the new surroundings.

Liaise with academic staff and programme leaders to plan and schedule the academic delivery of programmes.

Monitor academic performance targets for each programme, including retention, progression, attrition rates, and report findings to relevant stakeholders.

Uphold academic quality and standards and the academic integrity of programmes.

Support standards, processes and procedures in accordance with student experience best practice in third level education and coordinate their continuing review and enhancement.

Co-ordinate with the Learner Support team to organise and promote education and welfare campaigns and other cultural events scheduled.

Support learners in developing learner-led enhancement activities and communication strategies (i.e. mentoring schemes, intercultural social occasions, learner societies).

Managing events to integrate learners and provide opportunities for learner engagement through training and workshops.

Co-ordinate careers seminars or workshops to assist learners in developing career plans and professional development.

Promote staff/learner contact and engagement with learner and staff communities, and attend appropriate College committees, to advocate student experience issues.

Essential Requirements:

A relevant third-level qualification (Level 9 or higher on the National Framework of Qualifications) or equivalent experience.

Strong organisational and administrative skills with attention to detail.

A clear commitment to a student-centred approach and to promoting inclusion and wellbeing.

Awareness of the needs and challenges of international students.

- **Sector:** education

Career Level

- Experienced [Non-Managerial]