



Gilligan Black Recruitment Ltd



#JOB-2449763



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



40000.00-44000.00 Euro Annually



22/05/2026



19/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : karen.mcgregor@gilliganblack.ie



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



Academic Quality 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

Academic Quality Coordinator

South Dublin (Hybrid Working)

€40,000 – €44,000K DOE

An exciting opportunity has arisen for an organised and detail-focused professional to join a respected organisation in the higher education and professional learning sector as an Academic Quality Coordinator.

This role is ideal for someone with experience in academic quality assurance, programme coordination, or higher education administration who enjoys managing processes, collaborating with stakeholders, and driving continuous improvement.

In this role, you will coordinate and support programme monitoring, validation, and review activities while ensuring quality assurance processes are delivered effectively and in line with academic standards. You will work closely with programme teams, governance committees, and external stakeholders to manage review schedules, maintain accurate documentation, prepare reports, and support quality enhancement initiatives. The successful candidate will also contribute to data analysis and reporting, assist with assessment and programme review processes, and support continuous improvement projects across the organisation. This role requires strong organisational skills, attention to detail, and the ability to manage multiple priorities in a collaborative environment.

It is expected you have a Level 8 qualification in a relevant discipline, along with at least 3 years' experience within higher education, academic administration, or quality assurance with a strong understanding of academic quality processes and programme review cycles

- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Experienced [Non-Managerial]