



BURREN COLLEGE OF ART COMPANY  
LIMITED BY GUARANTEE



#JOB-2450641



BURREN COLLEGE OF ART, Newtown,  
Ballyvaughan, Co. Clare, H91 H299



No of positions : 1



Paid Position



35 hours per week



45000.00-50000.00 Euro Annually



28/05/2026



25/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [julia@burrencollege.ie](mailto:julia@burrencollege.ie)



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



## Director of Admissions, Recruitment and Registration

### 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

Burren College of Art is an internationally recognized Irish non-profit college specializing in undergraduate, postgraduate and alternative approaches to fine art education. Our postgraduate programmes are accredited by the University of Galway. Our undergraduate programme is designed for students in North America who wish to study abroad in Ireland for one to two semesters, and we currently partner with over 40 colleges and universities in the US and Canada. Our workshops and residency programmes welcome practitioners from all over the world, and our ReSource programmes are designed to educate non-artists in the principles and procedures of creative processes.

The primary purpose of the Admissions, Recruitment and Registration role is to oversee the enquiry to application, to registration experience for our postgraduate degree students and undergraduate study abroad students in our semester and summer school programmes. This includes a high level of communication skills, multi-tasking abilities and a student-centred approach to recruitment and enrolment. The candidate for this position will also have experience working with stakeholders from a variety of cultural backgrounds.

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

### Career Level

- Experienced [Non-Managerial]

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Sales/Marketing

- **Competency Skills:** Flexibility, Priority Planning, Time Management, Working on own Initiative
- **Specialising In:** student recruitment; international recruitment; admissions; study abroad; registration; college application; international connections; student support; art education; third level education; higher education; international education
- **Driving Licence:** Full: B