



COMPUTER TRAINING SPECIALISTS

LIMITED



#JOB-2469592



7 Belvedere Place, Mountjoy Square, Dublin 1,

D01 Y2P3



No of positions : 1



Paid Position



37.5 hours per week



36605.00 Euro Annually



11/09/2026



09/10/2026

How to apply

Application Method :

Not available



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Academic Operations Officer

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

COMPUTER TRAINING SPECIALISTS LIMITED trading as Dorset College is seeking to appoint an Academic Operations Officer for its Professional Courses Department.

The successful candidate will coordinate the academic and operational delivery of professional courses, including admissions, learner onboarding, teaching delivery, assessment administration, results processing, certification support, student progression monitoring, and quality assurance.

The role requires close liaison with Academic Management, lecturers, students, and internal departments to ensure courses are delivered in line with college policies, academic procedures, GDPR requirements, learner-support standards, and relevant accreditation expectations.

Key Responsibilities:

Programme Delivery Coordination

Coordinate the day-to-day delivery of professional courses, including teaching schedules, timetables, room allocation, course logistics, and academic calendar requirements.

Monitor programme timelines and ensure admissions, enrolment, teaching, assessment, results, and certification stages are completed within required deadlines.

Faculty and Academic Coordination

Liaise with lecturers and Academic Management regarding teaching schedules, course materials, assessment deadlines, attendance, and student progression.

Support the consistent implementation of academic procedures.

Student Progression and Academic Support

Act as a key point of contact for students regarding academic procedures, assessment timelines, attendance requirements, and progression matters.

Admissions and Enrolment

Coordinate admissions for professional courses from enquiry through to enrolment.

Assessment, Results and Certification

Coordinate examinations, grading records, results review and submission, and certification processes.

Quality Assurance and Compliance

Support learner feedback, course evaluation, programme monitoring, and continuous improvement activities.

Maintain programme records and learner data accurately and securely in line with GDPR and college policies.

Cross-Departmental Coordination

Liaise with IT, Finance, Admissions, Student Services, and Academic Management to resolve matters affecting programme delivery and learner experience.

Candidate Requirements:

A degree or equivalent qualification in education, human resource management, business management, or a related field is required. A postgraduate qualification and/or CIPD qualification is desirable.

Experience in academic programme coordination, higher education coordination, admissions, student services, assessment coordination, or a similar education environment is required.

Experience working in an international academic environment is desirable.

Strong understanding of academic processes, including admissions, learner records, assessment cycles, student progression, quality assurance, and certification.

- **Sector:** education

Career Level

- Experienced [Non-Managerial]