



ACCOUNTANCY & BUSINESS COLLEGE
(IRELAND) LIMITED



#JOB-2474055



DUBLIN BUSINESS SCHOOL, 13/14 Aungier
Street, Dublin 2, D02 WC04



No of positions : 1



Paid Position



39 hours per week



36600.00 Euro Annually



07/10/2026



04/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@dbs.ie



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



Quality Assurance Academic Specialist

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

Position: Quality Assurance Academic Specialist

Location: Dublin Business School, 13/14 Aungier Street, Dublin 2

Working Hours: Monday-Friday, 39 Hours per Week, 9 am - 5.30 pm

Salary: €36,600.00

Primary objective:

The Quality Assurance Academic Specialist plays a vital role in supporting the Academic Operations team in all aspects of student record quality. They act as a liaison between the Curriculum Systems, Timetables and Academic Operations team to ensure that student records meet high standards of quality and compliance. This role focuses on ensuring data integrity and that processes are being met, and also reviewing and improving standard operating procedures within the Academic Operations Department.

The Quality Assurance Academic Specialist will provide analysis and support across the Academic Operations Department, including the Registrar's Office, Finance Office and the Examinations Office, in accordance with the demands of the academic calendar.

Role and Responsibilities

The Quality Assurance Academic Specialist will be deployed across the department in response to demand and will undertake a range of tasks including:

Quality Assurance:

Adherence to the College's administrative policies and procedures as outlined in the Quality Assurance handbook;

Responsible for ensuring the correct maintenance and accurate recording and storage of QA records are adhered to across all Academic Operations areas;

Organisation and provision of a comprehensive and streamlined information service, and development of relationships with all targeted areas;

Conduct internal audits on all student records and compile reports on findings;

Conduct audits and checks on student fee payments. Liaise with the Finance department regularly to ensure that payments against student fees have been reconciled against student accounts correctly.

Liaise with students around payments and payment plans;

Additional tasks as delegated by management.

Registrar's Office:

Liaise with various internal departments to ensure accurate student data records for the completion of duties and delivery of service;

Ensure accurate and timely registration of all students and efficient collation of associated records;

Ongoing management of student information data entry and accuracy;

Ensure all students are provided with full details pertaining to their programme of study;

Manage communication with students on a range of academic issues and ensure implementation of relevant processes;

Regularly monitor the student information system;

Manage administration associated with New Programme Validations and Programmatic Reviews as applicable;

Maintaining accurate validation records including definitive documents, panel reports and responses and approved programme schedules;

Support the management and execution of Graduation ceremonies;

Any other duties commensurate with the post as determined from time to time in accordance with business needs.

Examinations Office:

Liaise with various

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

Career Level

- Managerial