

**St Patrick's College, Drumcondra, Dublin 9  
(A College of Dublin City University)**

**SENIOR TUTOR - Three year half-time contract post**

**The College**

St Patrick's College is one of the major Colleges of Education in Ireland. It was established in 1875 as a Catholic teacher training College. The College offers a range of Education and Humanities programmes, including B.Ed., B.A., Graduate Diploma, M.Ed., M.A., PhD and a Doctorate in Education.

Since 1993, the College has been a College of Dublin City University and the University accredits all courses. The number of Staff and Students has increased substantially in recent years. At present, the number of students is over 2,600 and the number of full time academic staff is approximately 120. In addition to the main buildings, the campus also houses student residences, the Educational Research Centre, the Drumcondra Education Centre for teachers and a crèche. A major new building programme, which will substantially enhance the teaching and other facilities in the college, is under way at present.

**Student Services Team**

The Senior Tutor who will report to the Registrar, is a member of and will work closely with the Student Support Services team, which also includes the Student Counsellor, Career's Officer / Mature students Officer, Access/Disability Officer, Chaplain and Assistant Chaplain.

Applications are now invited for the half-time, three year contract post of Senior Tutor.

**Position of Senior Tutor**

The Senior Tutor will assist students' development and welfare by providing a clear, consultative structure for students to present academic and personal concerns. The Senior Tutor will be a point of contact and a source of support and information both on arrival and in times of difficulty. The Senior Tutor will improve communication lines between students and staff and will encourage and direct students to avail of the college support services while not interfering with the roles of those services or the functions of other College staff. The Senior Tutor will work closely with the Registrar's Office, the Counselling service and the Student Union's Welfare Officer, and will be a member of the Student Services committee.

**Duties and responsibilities:**

- Assist students in their relations with the College
- Be a source of support and information to students both on arrival and in times of difficulty
- Help to develop and expand the induction and orientation programme for entrants to the College
- Participate in the induction and orientation of all incoming students and its ongoing evaluation
- Provide a facility for students to voice their concerns, both academic and personal and

assist them in their search for a resolution

- Provide, in conjunction with other tutors, a referral service for students with serious difficulties to the appropriate College personnel such as counsellor, careers officer, mature students officer etc.
- Advise students in conjunction with the Registrar's office, about subject change, deferrals, withdrawals and other academic matters
- Assist students with the process of academic appeals
- Contribute with other members of Student Support Services to presentation of study and examination skills seminars to students
- Provide support for all staff tutors
- Membership of the Student Services Committee
- Raise students' awareness of the College's Equality policy and assist students who have encountered problems in this area such as: bullying, harassment etc. which might result in a decision to withdraw from college
- Advise students about achieving a balance between academic work and their increasing need to support themselves financially by working outside college
- Develop and maintain Senior Tutor webpage
- Undertake such other duties as required from time to time by the College

### **Applicants should have:**

- A primary degree
- At least two years' relevant experience, preferably in an academic environment
- Excellent interpersonal and communication skills, especially the ability to deal sensitively with students
- Good organisational skills
- The ability to work on his/her own initiative and as part of a team
- Good IT skills

Confidentiality and discretion to a high degree are expected.

Further details in relation to this post are available at [www.spd.dcu.ie/vacancies](http://www.spd.dcu.ie/vacancies)

### **Applications procedure:**

Applications should be made by submitting a c.v., the names of two referees and a short statement (approximately 300 words) of their vision for the post to:

Mary Donnelly, HR Manager St Patrick's College Drumcondra, Dublin 9

**Closing Date:** 12.00 noon on Friday, 1<sup>st</sup> April 2011

**Salary:** €27,609 - €44,175 (Plus 2 LSI) per annum **pro rata**

**This salary scale may be affected by the provisions of the 2011 Budget**

**St Patrick's College is an Equal Opportunities Employer**

**Coláiste Phádraig, Droim Conrach, Baile Átha Cliath 9  
(Coláiste de chuid Ollscoil Chathair Bhaile Átha Cliath)**