

*Oscail*  
*National Distance Education Centre*

**Student Advisor**  
**(Part-Time)**

**Oscail - The National Distance Education Centre**

Oscail, the National Distance Education Centre, based in Dublin City University, has a student base of around 2,500 students at both undergraduate and postgraduate levels. In addition, there are around 800 students taking introductory modules. Oscail employs in the region of 300 tutors across Ireland.

Oscail presents a number of programmes of study. The majority of the students are concentrated in two of these, the BSc in Information Technology and in the BA in Humanities. The other programmes, while attracting fewer students, are nonetheless, making a significant contribution in their respective domains - Bachelor of Nursing Studies, MSc in Internet Systems (MSIS), MSc in Management of Operations (MOPS) and MSc in Management and Applications of Information Technology for Accountants (MITA).

All programmes are accredited by DCU. In addition, the Bachelor of Arts (Humanities) is accredited by NUI Galway, NUI Maynooth, University College Cork, University of Dublin and University of Limerick.

**Staff**

Oscail has a current staffing complement of 38, including 8 academics, 3 student advisors, 6 administrators, a Webmaster and 20 clerical staff.

# **Student Advisor**

## **(Part-Time, Three Year Contract)**

The successful candidate will join Oscail's Information and Advisory Service, reporting to the student services manager and will provide the services, covering both undergraduate and postgraduate programmes, as defined below:

### ***Duties and Responsibilities***

- Provision of information and advice to persons interested in taking Oscail programmes
- Advising students on study and module planning
- Advising and supporting students who are experiencing difficulties in their studies
- Directing students, where appropriate, to other agencies in order to secure medical, psychiatric vocational and other services.
- Providing mentoring support to all new students
- Participating in the evaluation of Oscail courses, through channelling student comments and observations to appropriate staff
- Preparing regular reports on the work and development of the Information and Advisory Service
- Presentation of study and examination skills seminars to students prior to examinations
- Surveying students regarding their attitudes/experiences of Oscail
- Visiting Centres to determine student views
- Undertake other duties as required from time to time by the Director of Oscail

### **Student Advisor**

#### **Essential**

- A primary degree
- Experience in counseling and/or in customer services
- Sensitivity to the concerns of adult students
- A record of successful team working.
- A willingness to innovate and to implement change.
- A proven ability to prioritise and to manage workloads.
- Proven communication and interpersonal skills.
- Familiarity with the use of IT for communication and record keeping
- Flexibility in working hours

#### **Desirable**

- Previous experience of Distance Education and/or Adult Education

**Salary: €19.68 per hour**

**Closing Date: 22<sup>nd</sup> November 2002**