



GRIFFITH COLLEGE

Job Title: Lecturer in Accounting and Finance, Faculty of Business	Reports to: Head of Business Faculty
Location: Dublin	Job Type: Full time

PURPOSE:

The lecturer is primarily responsible for the delivery and assessment of assigned modules and is expected to play a very active role in the academic direction of modules and programmes including teaching, learning, assessment and administration.

The role also includes Year Head duties with responsibility for the smooth running of a specific stage within an academic programme .

The primary role of the Year Head to facilitate:

- ✓ The smooth delivery of programmes
- ✓ Better communication among the Faculty members, both full and part time
- ✓ Better communication between the Faculty and learners
- ✓ Resolution to problems raised by learners and/or lecturers
- ✓ Feedback for academic support and development

Main responsibilities for position are to:

- Deliver accounting and finance related modules
- Coordinate the smooth delivery of modules across a particular Year(s)
- Work proactively in improving existing programmes
- Contribute to the design and development of new courses and programmes.
- Engage with other Year Heads and Programme Directors on a regular basis and address concerns in a timely manner.
- Carry out assessment, monitoring and evaluation of examination and coursework, and providing an academic guidance and consultative support to students
- Provide assistance to students as required in a timely manner.
- Participate in internal departmental and multi-disciplinary committees and external meetings as required.

Programme Content

- Manage the development/delivery of course syllabi
- Review courses/modules on a semesterised/ annual basis and contribute to the Annual Programme Review



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- Participate in the development, implementation and maintenance of academic quality assurance policies
- Participate in activities related to the development of the Faculty's programmes
- Maintain the academic integrity of the business courses.

Lecturing

- Deliver such assigned lectures/tutorials as deemed appropriate by your Head of Faculty, day, blended or evening. For each module you are delivering, you are required to correct all assignments and examination scripts submitted.

Students

- Meet with students to discuss progress and performance, problems, etc
- Review student queries regarding coursework, exams, grades, etc

Administration & Marketing

- Attend and contribute at Exam Board meetings
- Liaise with Admissions and International Office re new entrants
- Participate in Open Evenings and other College promotional events

Person Specification

Overall the successful candidates will be expected to make a significant contribution to the teaching profile of the College and:

- Possess a Level 9 postgraduate qualification or equivalent professional qualification in business/management/accounting/finance.
- Be highly organised with meticulous attention to detail.
- Have excellent interpersonal, written and verbal communication skills.
- Be committed to educational quality and customer service.
- Willing to work effectively as part of an integrated team in the Business Faculty
- Hold a Teaching and Learning qualification, if not, the applicant will be required to undertake the Colleges level 9 Training & Education programme on appointment.



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About Griffith College

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Historical premises.
- Competitive salary.
- Opportunity to be part of a progressive and proactive team focusing on growth.
- Opportunity for career progression.
- Training and Development opportunities

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland.

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