



Job Title: Part Time Dissertation Coordinator	Reports to: Graduate Business School, Head of Faculty
Location: Griffith College Dublin	Job Type: 1 year contract – 2 days per week

Job Responsibilities:

Dissertation Coordination

- Maintain the academic integrity of the dissertation stage of all Masters programmes which includes devising, implementing and monitoring quality assurance mechanisms to ensure the accuracy and completeness of the data maintained by the Faculty and/or provided by the Faculty to central units
- Organise additional tutorials/lectures where appropriate during the dissertation supervision periods.
- Co-ordinate academic skills workshops & other workshops to support the dissertation process in order to enhance the learner experience as directed by the Head of Faculty
- Work with the Learning Technologists to provide study skills and orientation messages via VLE.
- Co-ordinate supervisor inductions
- Manage online content for supervisors & learner portals.
- Co-ordinate VIVAS and organise room bookings if needed.
- Update Dissertation handbook and research specific policies.
- Quality Assurance of internal moderation and External Examiner processes.
- Responsible for oversight of learner progress reports and supervisor feedback, implementing action plans, dissemination of feedback and closing of feedback loop.
- Student contact hours to discuss performance, problems, complaints and advise on remedial action
- Work with the Faculty/Supervisors in identifying learners who have potential to publish/co-publish.
- Collation of results and feedback to learners
- Attend weekly faculty meeting
- Review Examination Broadsheets/attend Examination Boards
- Develop and maintain a high level of awareness of, and familiarity with, policy and other developments within the HE and other sectors, in so far as these may impact on the Faculty.



- Represent the Faculty at college level on research committees

Minimum Education/ Experience Requirements:

- Relevant qualification, i.e. must hold a minimum of Masters level
- Knowledge and practical experience of a relevant subject area
- Experience in higher education programme management
- Lecturing experience an advantage.
- Excellent communication skills
- Good time management and organisation skills
- Enthusiasm and commitment to their subject area
- Must be legally entitled to work full time in Ireland for any employer

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/>

Our Vision

‘Empowering learners to achieve their career and life potential’

Why work for Griffith College?

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Opportunity for continued training development and support.
- Free parking facilities.*
- Onsite subsidised restaurant.*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.



- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- **Dublin campus on South Circular Road.*

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.