



Griffith College Cork is recruiting part-time lecturers in Business & Finance subjects for our degree courses in the academic year 2022-23.

<b>Job Title</b>	Business & Finance part-time lecturers
<b>Location</b>	Griffith College Cork
<b>Subject Areas Include:</b>	Accounting, Finance, Tax, Corporate Governance & Professional Ethics, Business Management, Marketing & HR
<b>Reporting to:</b>	Programme Director
<b>Job Type</b>	Part-time day and evening opportunities available

**Job Summary:** 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 students' learning and development including teaching, learning, assessment and administration.

**Principal duties and responsibilities are:**

**General:**

1. Teaching such assigned classes as deemed appropriate by your manager, day or evening.
2. Carrying out assessment, monitoring and evaluation of examination work, and providing an academic and consultative support to students.
3. In this ever-increasing customer focused market it is imperative that you as lecturer are available to students either for a meeting before or after class, have e-mail contact via your '@griffith.ie' account and participate in the discussion forums on Moodle.
4. Providing academic input on existing and new courses and course development.
5. Participating in appropriate committees, meetings and training sessions convened by management.
6. Maintaining appropriate records and making available information as required by management.
7. Participating in the development, implementation and maintenance of academic quality assurance policies.
8. Participating in activities related to the development of the faculty and of Griffith College.
9. Be alert to any situation and behaviour, which may result in a breach of college policies.
10. Deal with students, staff and visitors in a courteous and professional manner.
11. Keep all records to the agreed format.
12. Adhere to the recording of attendance rules.
13. Respond to the findings of the student satisfaction appraisals which your manager will discuss with you during the semester.
14. Your lecture notes and materials used in delivering your module must be made available to students registered onto your course through the College learning management tool, Moodle.
15. Deal with all information relating to activities undertaken and information received in the strictest of confidence.
16. Keep up to date on legislative and regulatory frameworks / requirements on an ongoing basis. These will be provided by the College as needed.
17. Participate and develop pedagogy within the faculty and support your manager through the development and implementation of best practice in all areas of teaching.

**Preparation of Teaching plan, Examinations and Assignments:**

18. Prepare and upload lecturing notes, plus any assignments expected to be completed by the student during the term to Moodle.
19. Provide reading lists for students and revise these, in conjunction with the library on a semester-by-semester basis.
20. Carry out assignment(s) per module in line with the approved course document.
21. Attend internal (Examination Committee meetings) and External Examination Board meetings at the end of each semester.

**Correction of Examinations and Assignments:**

22. For each module you are teaching, you are required to correct all assignments and examination scripts submitted both for semester one / two plus in addition to this the repeat August exams.
23. Students are required to submit their assignments via Moodle for correction, marking and feedback purposes.
24. Unless otherwise agreed in advance with your manager, all assignments must be corrected and results communicated to students before the end of term in order to give sufficient time for feedback to students.
25. All assignment and exam results must be inputted into Component Mark Sheets e-mailed by the CA and then completed Component Mark Sheets must be returned to the CA for the checking procedure.

**Minimum Education/ Experience Requirements:**

- Have relevant industry experience.
- Possess a Level 9 postgraduate qualification in the subject area.
- 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.
- Hold a Teaching and Learning qualification, if not, the applicant will be required to undertake the College's level 9 Training & Education programme on appointment.
- Must be legally entitled to work full time in Ireland for any employer.

**Application:**

To apply, please send your CV and cover letter to [jobs.cork@griffith.ie](mailto:jobs.cork@griffith.ie)

**About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The Cork campus is situated on Wellington Road, Cork. 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 nationwide, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Visit [www.griffith.ie](http://www.griffith.ie) for more information.