



GRIFFITH COLLEGE

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| <b>Job Title: Programme Director, BA in Business Studies and Short-Term Courses</b> | <b>Reports to: Faculty of Business</b>       |
| <b>Location: Cork</b>   | <b>Job Type: 11 month contract initially</b> |

**Job Summary:**

The Programme Director has specific responsibility for the smooth and efficient running of a particular programme. Programme Directors liaise very closely with lecturers and class representatives on their respective programmes on a variety of areas such as learner performance and progression, assignment scheduling, teaching, learning and assessment strategies, pastoral care, and academic misconduct.

**Job Responsibilities:**

**Strengthening of Cork Faculty – primarily a Team Leader / Liaison role**

- Assist the Deputy Head of GCC in the recruitment and selection of new lecturers
- Ensure that module descriptors, course handbooks, programme schedules are made available to all lecturers in a timely manner
- Hold regular meetings with the lecturing team in conjunction with the Deputy Head of GCC and assist in the resolution of any problems emerging at an early stage to ensure the learners have an excellent experience
- Inform deputy head in a timely manner of problems that cannot be resolved by lecturing team / programme leader
- Strengthen sense of teamwork and camaraderie among lecturers
- Assist in the sourcing high-profile guest lectures where possible
- Assist lecturing team with any external / pastoral issues
- Accompany the Deputy Head of GCC to the exam boards

**Enhance the Dublin / Cork academic relationship – primarily a Liaison / Communications role**

- Ensuring ongoing communication between lecturers in Cork and module leaders in Dublin, ensuring there is no delay in the availability of class notes, sample questions, assignment titles etc
- Communicate with the Deputy Head of GCC and Programme Directors in Dublin on a regular basis on issues concerning the effective delivery of courses in Cork
- Attend Programme Director meeting both in Cork and Dublin (via Zoom/conference call)



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### Quality Assurance

- Ensuring QA procedures are followed
- Ensuring programme(s) follow the Approved Course Schedules and approved programme document
- Preparing and implementing induction programmes
- Organising and holding course committee meetings
- Preparing Annual Course Report and Module Reviews.
- Preparing Semester Schedules
- Liaising with Year Heads and lecturers re programme delivery, teaching, learning and assessment
- Preparing for exam boards
- Assessing Appeals
- Providing student references
- Meeting with students to discuss performance, problems, progression

### Admissions

- Assessing applications and APL/RPLs
- Handling programme queries.
- Providing advice to applicants

### Student relations

- Assist students in the election of class reps
- Regular interaction with class reps
- Assist students with academic and / or pastoral care issues
- Encourage lecturing team to engage with students via forum on Moodle
- Offering student's career advice and assisting in work placements where possible and exam results counselling

### General

- Assist in the preparation of timetables and classroom scheduling
- Assist with marketing initiatives of College (e.g. communicate with prospective students /parents), Open Evenings and weekends
- Assist with graduation and preparation of graduation speeches
- Assist in the organisation of student induction and orientation as part of induction committee
- Raise profile of the College through appropriate means

### Health and Safety

- Be aware of the current health and safety regulations pertaining to the campus
- Ensure all safety aspects are complied with in relation to fire safety



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- Report accidents or incidents to the Deputy Head
- Record details concerning mishaps, complaints or defects which are reported
- Facilitate the arrangements necessary and participate where appropriate, in induction and training of all new staff
- Assist in the implementation of fire drills

### **International Office**

- Meeting with foreign college representatives
- Assessing international course documents, where necessary
- Assessing applications and exemptions, where necessary
- Attending international induction programme
- Participating in International Open Days and Induction programmes
- Communicating module information to partner colleges

### **Exams Office**

- Communicating with external examiners, where necessary
- Approving exam timetables
- Ensuring exams are prepared and corrected in the appropriate way

### **Registration Office**

- Signing Off on Student Record Amendment Forms, approving exemptions/deferrals in modules for students
- Ensuring the students are correctly registered

### **Marketing**

- Assisting the general marketing function in Cork
- Developing and managing new programmes
- Attending open days
- Working with the marketing dept. on issues such as programme development, strategy formulation, and competitor analysis

### **Lecturing**

- Lecture on one module per semester
- Any other duties that fall within the employee's capabilities.

### **Minimum Education/ Experience Requirements:**

- Relevant qualification, i.e. must hold a minimum of Masters level or similar
- Knowledge and practical experience of a relevant subject area



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- 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 3rd 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, Cork?**

- Stunning historical premises on 5 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

*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. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*