

Job Title: Engineering Programmes Administrator	Reports to: Programme Director, Engineering Faculty
Location: Dublin South	Job Type: Fixed term contract for 12 months (Maternity Cover) Hours: 9.00 am to 2.30 pm, Monday to Friday

Job Summary:

This role will involve managing the administration processes relating to all stages of the learners' engagement with the College: from application and entry, through attendance and assessment, through to their graduation within the Engineering Faculty.

Job Responsibilities:

- Responsibility for the collection, management and integrity of all learner data
- Communicating with learners in respect of their programme to ensure its smooth, efficient and professional delivery
- Management of programme processes in accordance with the College's Quality Assurance and Enhancement Requirement (i.e. most recent QQI approved QA Policies, Procedures, Practices and Guidelines)
- Assisting Programme Directors of Engineering Programmes within existing or new faculties to ensure the smooth running of the Engineering programmes, for example in relation to the management of timetables, assessments, examinations, deferrals, special events, etc.
- Providing and arranging pastoral supports for learners undertaking the programme
- Working closely with other members of the College to ensure the quality of the programme's operation and delivery (e.g. Exams, QAE, Central Administration, etc.)
- Liaising with other members throughout the College in respect of the general operation of the programme (e.g. reception, marketing, IT Services, Maintenance, etc.)
- Any other duties that fall within the employee's capabilities.
- As the programmes are funded by the HEA and are directly targeted at preparing learners for emerging employment opportunities in Ireland, the following responsibilities will also apply:
 - Assisting with the application process from initial enquiry, selection, registration and induction.
 - Preparing reports for the HEA in respect of student attendance, performance and progress in relation to employment
 - Liaising with and assisting other Springboard personnel to ensure the overall smooth running of the programme, for example by representing the Springboard Department at Open Evenings, Marketing Events, Graduations, etc.
 - As with all members of the College, you may at times be required to assist, and be assisted by others, in respect of other responsibilities. In the event of your taking on additional responsibilities to assist a colleague, your line manager will accept that it may affect the timely performance of your primary duties.

Minimum Education/ Experience Requirements:



- Excellent interpersonal and communication skills
- Good planning and organisation skills
- The ability to work on his/her own initiative and as part of a team
- Good IT skills
- Confidentiality and discretion to a high degree are expected
- Good knowledge of MS Office
- Must be legally entitled to work full time in Ireland for any employer.
- Any other duties that fall within the employee's capabilities.

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?

- Stunning historical premises on 7 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.