

Job Title: Faculty Administrator – Law	Reports to: Head of Faculty
Location: Dublin South	Job Type: Permanent Full Time (10 am – 6.30 pm Monday to Friday)

Job Summary:

The Faculty Administrator reports to Head of Faculty on all issues. They will ensure that an excellent service is provided to all those who interact with the Faculty: students and staff alike.

Job Responsibilities:

- The Faculty Administrator must actively participate in the general work of the Faculty as directed by the Head of Faculty
- Ensure exam submission, assessment and other faculty deadlines are adhered to
- Carry out feedback during week 5 of each semester
- Provide a high standard of pastoral care to all students
- Organise contracts and payment schedules for part time lecturers
- Ensure communication of correct module descriptors and assessment to all lecturing staff and admissions
- Ensure compliance with QQI standards and guidelines
- Work with Programme Directors in the drafting and preparation of timetables
- Assist in the booking of rooms
- Attend Open Evenings as a representative of the Law Faculty) during the day/evening or other events as required
- Attend Law Faculty events and assist in the organisation, setting up and running of such events
- Make admissions-related phone calls to applicants and meet prospective students if necessary
- Gather, input and monitor student attendance
- Develop a thorough understanding of Scholar, Moodle and CMIS
- Maintain student records and update Scholar as required
- Contribute to the drafting of the Annual Course Reports
- Contribute to the drafting of validation documents
- Assist in preparation for, attend and contribute at induction sessions with students, pre-semester meetings, course committee meetings and weekly faculty meetings
- Keep all students motivated and engaged over the academic year
- Assist in respect Quality Assurance mechanisms required for running all Programmes
- Process applications for FE1 and KI Programmes, including registration, fee management, distribution of manuals, managing student feedback, liaising with students
- Act as Schools Liaison within the Law Faculty and manage school projects
- Assist with the progression of academic misconduct hearings
- Contribute to the Faculty marketing strategy
- Any other duties that fall within the employee’s capabilities



Other Tasks and Duties

- Work as part of the whole Law faculty team and undertake any tasks / duties as assigned to you by the Head of Faculty
- Provide exam invigilation services
- Exam script preparation for moderation and External Examiner preparation
- Contribute to the running of the graduation
- Answer learner questions related to any programme
- Resolve technical or connectivity issues or pass to IT Services for specific issues
- Encourage, motivate learners and maintain required records
- Arrange all ad hoc room bookings
- Draft student letters
- Ordering stationary
- Input assessment grades on Scholar
- Monitor student extensions, deferrals and non submission
- Advise students in a prompt manner of any class re-scheduling
- Raising purchase orders

Minimum Education/ Experience Requirements:

- Certificate or diploma desirable
- 1 to 2 years administrative experience
- Good knowledge of Microsoft Office
- Experience working with IT databases
- Excellent organisation skills with the ability to prioritise and multi-task;
- Strong Customer Service skills
- Some legal knowledge would be preferred
- 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?

- 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.