



GRIFFITH COLLEGE

Job Title: Programme Director	Reports to: Head of Faculty/Head of Campus
Location: Limerick	Job Type: Permanent (subject to probation)

Job Summary:

We are seeking to recruit a strong academic to join us as a Programme Director based in the Limerick campus. The person appointed will have a proven record of teaching, research and publication, appropriate to career stage. He / she will be expected to make a strong contribution to the teaching programme of the Faculty / Campus, the effective management of allocated undergraduate / postgraduate programmes, and the supervision of Master's students.

Job Responsibilities:

Teaching

- Lecture hours on assigned modules within the School and other assigned areas if required.
- Assist in curriculum design for future programmes.
- Provide a professional support to students in their learning activities.
- Attend meetings and participate in committees appropriate to assigned programmes.
- Set, correct and provide written feedback to learners and engage in second marking for examinations and projects on programmes taught.
- Attend Exam Boards

Faculty

- Provide Annual Programme Review to Management Board
- Manage lecturers Annual Module Report Forms
- Student contact hours
- Approve Examination Broadsheets
- Create timetables for each programme
- Retain summary information on exam module reviews and lecturer assessments
- Liaise with Administration re new entrants (apart from initial faculty acceptance, most of this liaison would be managed at CA level)
- Graduation duties: calling of candidates, approving awards
- Member of Programme Director Group

Programme Content

- Manage the development/delivery of programme syllabus as prescribed by the Governing Body
- Review programmes/modules on an annual basis
- Maintain the academic integrity of the programmes
- Ensure that the delivery mechanisms are appropriate for each module
- Maintain the module integrity between day and evening programmes



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- Organise co-ordinators/supervisors for project modules
- Approve book lists for library
- Approve payments for faculty expenditure in line with the agreed budget
- Hold regular meeting with faculty staff (CA(s)/full-time lecturers)

Lecturers

- Maintain a suitable full and part-time lecturing panel
- Interview and select suitable candidates for teaching posts as the need arises
- Provide feedback to teaching staff on their performance and advise on remedial action
- Advise lecturers of support facilities to enhance performance
- Chair the formal programme committee meetings of all lecturers
- Organise additional tutorials/lectures where appropriate

Programme Development

- Take an active role in the design and development of new courses and programmes

Students

- Meet with students to discuss performance, problems, complaints and advise on remedial action
- Approve exemptions/deferrals in module(s) for students
- Review student queries re: module(s) results in examinations
- 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, ideally Doctorate level)
- Knowledge and practical experience of subject area.
- Experience in programme development an advantage.
- 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



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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?

- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.

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.