GRIFFITH COLLEGE

Job Title: Lecturer, Faculty of Computing Science	**Reports to:** Head of Faculty of Computing Science
Location: Dublin South	**Job Type:** Permanent (subject to probation) **Hours:** Monday to Friday, 9.00 am to 5.30 pm

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 modules and programmes including teaching, learning, assessment and administration.

The role also includes administrative responsibilities assigned by the Head of Faculty and includes Year Head duties with responsibility for the smooth running of a specific stage within an academic programme.

The primary role of the Year Head is to facilitate:
- The smooth delivery of programmes
- Better communication among the Faculty members, both full and part time
- Better communication between the Faculty and learners
- Resolution to problems raised by learners and/or lecturers
- Feedback for academic support and development

Job Responsibilities:

- Deliver assigned modules in the field of computing science
- Work proactively in improving existing modules and provide feedback and guidance to the Programme Director.
- Engage with Year Heads and Programme Directors on a regular basis and address concerns in a timely manner.
- Carry out assessment, monitoring and evaluation of examination and coursework, and provide academic guidance and consultative support to the learners
- Provide assistance to learners as required in a timely manner.
- Participate in internal departmental meetings as required.

Programme Content:
- Manage the delivery and development of course syllabi as prescribed by the approved programme documents and guided by the Programme Director
- Formally review modules at the end of semester / academic year and provide feedback to the Programme Director
- Participate in the development, implementation and maintenance of academic quality assurance policies
- Participate in activities related to the development of the Faculty's programmes

- Maintain the academic integrity of the computing courses.
- Liaise with lecturer counterparts day/evening/GC centres etc as suggested by the programme director

Teaching:
- Deliver such assigned lectures/tutorials as deemed appropriate by the Head of Faculty, day/evening/blended
- For each module you are teaching, you are required to correct all assignments and examination scripts submitted.
- Meet with students to discuss progress and performance, problems, etc
- Review student queries regarding coursework, exams, grades, etc

Administration & Marketing:
- Participate in the administration activities in the faculty as assigned by the Head of Faculty
- Attend and contribute faculty's administration meetings
- Work with the faculty administrators and undertake necessary admin checks while submitting students' work
- Participate in Open Evenings and other College promotional events as required by the Head of Faculty
- Provide annual programme review input to the Programme Director and Head of Faculty
- Participate in Open Evenings and other College promotional events.
- Any other duties that fall within the employee's capabilities.

Minimum Education/ Experience Requirements:

- Overall the successful candidates will be expected to make a significant contribution to the teaching profile of the College
- Possess a Level 9 postgraduate qualification in Computing Science
- 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 in the Computing Faculty
- 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.

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.
- 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.