

<b>Job Title:</b> Programme Director	<b>Reports to:</b> Graduate Business School, Head of Faculty
<b>Location:</b> Dublin South	<b>Job Type:</b> Permanent, subject to probationary period.

**Job Summary:**

We are seeking to recruit a strong leader to join us as a Programme Director within the Faculty. The person appointed will have a proven record of academic leadership, in the management of higher education programmes. The selected candidate will make a strong contribution to the management of the Faculty whilst supporting learners for the duration of their studies in the Graduate Business School.

**Job Responsibilities:**

Programme Management

- Manage the delivery of assigned programme as prescribed by the Governing Body and the College's Quality Assurance Procedures
- Review programmes/modules on an annual basis
- Maintain the academic integrity of the programmes
- Liaise with Admissions, International Office and Marketing
- Ensure that the delivery mechanisms are appropriate for each module
- Maintain the module integrity between day and evening programmes
- Liaise closely with Dissertation Coordinator to monitor students' progress
- Advise lecturers of support facilities to enhance performance
- Organise additional tutorials/lectures where appropriate
- Responsible for management of programme committee meetings
- Responsible for oversight of learner and lecturer feedback of assigned programme

Faculty

- Provide Annual Programme Review Report
- Manage lecturers Annual Module Report Forms
- Student contact hours to discuss performance, problems, complaints and advise on remedial action
- Attend weekly faculty meeting
- Approve Examination Broadsheets/attend Examination Boards
- Contribute to faculty planning (e.g. timetables, new programme development/review etc.)
- Retain summary information on exam module reviews and lecturer assessments
- Graduation duties: calling of candidates, approving awards
- Member of Programme Director Group



## Teaching

- Lecture hours on assigned modules within the School and other assigned areas if required.
- 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
- 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
- Knowledge and practical experience of a relevant subject area
- 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?**

- 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.*