



GRIFFITH COLLEGE

<b>Job Title:</b> Senior Administrator	<b>Reports to:</b> Deputy Head, Griffith College Cork & Head of Academic Administration
<b>Location:</b> Griffith College, Cork	<b>Job Type: Permanent</b> 9.00 am to 5.30 pm, Monday to Friday Additional hours as may be required.

**Job Summary:**

The Senior Administrator is responsible for all academic administrative functions of programmes delivered at Griffith College's Cork campus.

**Job Responsibilities:**

- Registration
  - Liaising with Registration Office
  - Ensuring learners are registered accurately
  - Sending LRAFs to Registration for processing
  - Processing component deferrals
  - Updating personal student information
- Induction
  - Preparing Induction Schedule
  - Liaising with relevant personnel
  - Distributing handbooks and timetables
- General Programme Administration
  - Ensuring a professional and efficient service is provided to learners
  - Attendance monitoring and analysis
  - Acting as secretary for all programme committee / class rep meetings
- Assessment
  - Assignment Title filing
  - Late Assignment Submission
  - Creating component mark sheets for all component assessments
  - Oversee the smooth running of the examinations process
    - Liaising with Examinations Office
    - Making examinations timetables available to learners
    - Arranging invigilators
    - Organising exam venues
    - Creating attendance and seating plan records
    - Copying of exam papers
- Preparation for exam boards
  - Carrying out QA checking procedures relating to assessment results
  - Entering of assessment results to college database
  - Arranging assessment material for review by External Examiners
  - Updating results on college database post exam board prep meetings



## GRIFFITH COLLEGE

- Attending exam board related meetings
- Graduation
  - Organising and participating in the graduation ceremony as per the requirements of the graduation committee
  - Liaising with Graduation Office regarding conferring booklet
  - Assisting in all ceremonies
  - Graduation line up
  - Parchment organisation
  - Ushering
- Liaising with other College departments and campuses as required
  - Induction
  - Registration
  - Graduation
- Ensuring the relevant College Quality Assurance procedures are adhered to
- Assisting and liaising with Academic Staff in relation to:
  - Timetabling
  - Lecturer and Facility Assessment
  - Assignment Submission Schedule
  - Organising support for equipment being used by lecturers (particularly guest lecturers)

### **Minimum Education/ Experience Requirements:**

- Computer literate in Word and Excel
- Proven management and organisational abilities
- Experience in managing records
- Ability to give direction
- Capable of taking initiative and to work independently
- Appropriate interpersonal skills to manage information relating to learners and staff in a sensitive, confidential and professional manner
- Strong attention to detail

### **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/>



GRIFFITH COLLEGE

**Why work for Griffith College, Cork?**

- Stunning historical premises on 5 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.*