



GRIFFITH COLLEGE

Job Title: Senior Lecturer in Business, Faculty of Business	Reports to: Head of the Faculty of Business
Location: Dublin South	Job Type: Permanent 9.00 am to 5.30 pm, Monday to Friday Additional hours as may be required.

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 Year Head duties with responsibility for the smooth running of a specific stage within an academic programme.

The primary role of the Year Head 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 business related modules from disciplines such as management, marketing, HR, etc
- Coordinate the smooth delivery of modules across a particular Year(s)
- Work proactively in improving existing courses and programmes.
- Contribute to the design and development of new courses and programmes.
- Engage with Year Heads and Programme Leaders on a regular basis and address concerns in a timely manner.
- Carry out assessment, monitoring and evaluation of examination and coursework, and providing an academic guidance and consultative support to students
- Provide assistance to students as required in a timely manner.
- Participate in internal departmental and multi-disciplinary committees and external meetings as required.

Programme Content

- Manage the development/delivery of course syllabi as prescribed by the Governing Body
- Review courses/modules on a semesterised/ annual basis
- 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 business courses.



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Lecturing

- Deliver such assigned lectures/tutorials as deemed appropriate by your Head of Faculty, day or evening. For each module you are teaching, you are required to correct all assignments and examination scripts submitted.

Students

- Meet with students to discuss progress and performance, problems, etc
- Review student queries regarding coursework, exams, grades, etc

Administration & Marketing

- Provide Annual Programme Review input to the Programme Leader or Head of Faculty
- Attend and contribute at Exam Board meetings
- Liaise with Admissions and International Office re new entrants
- Participate in Open Evenings and other College promotional events

Minimum Education/ Experience Requirements:

- Possess a Level 9 postgraduate qualification in Business/Finance/Management/Marketing.
- 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 Business Faculty
- Hold a Teaching and Learning qualification, if not, the applicant will be required to undertake the Colleges level 9 Training & Education programme on appointment.

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.



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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.