



GRIFFITH COLLEGE

<b>Job Title: Faculty Administrator</b>	<b>Reporting to: Head of Faculty, Faculty of Computing Science</b>
<b>Location: Griffith College, Dublin</b>	<b>Job Type: Permanent, full time hours Subject to probation</b>

**Job Summary:**

The Faculty Administrator reports to the Head of Faculty on all issues. He/she will ensure that an excellent service is provided to all those who interact with the Faculty: students and staff alike.

**Job Responsibilities:**

- Ensure exam submission, assessment and other faculty deadlines are adhered to
- Carry out feedback during week 6 of each semester
- Provide a high standard of pastoral care to all students
- Organise part time lecturer contracts and payment schedules
- Work with programme directors in the drafting and preparation of timetables
- Attend open evenings during the day/evening or other events as required
- Input student attendance as per faculty procedures
- Develop a thorough understanding of Scholar and Moodle
- Maintain student records and update Scholar as required
- The Programme Administrator must actively participate in the general work of the Faculty as directed by the Head of Faculty

**Other tasks and duties:**

- Work as part of the whole Computing Science faculty team and undertake any tasks / duties as assigned to you by the Head of Faculty
- Provide exam invigilation services
- External Examiner preparation
- Event preparation
- Contribute to the running of the graduation
- Answer learner questions related to any programme
- Resolve technical or connectivity issues or pass to IT Services for specific issues
- Encourage, motivate learners and maintain required records
- Attend Faculty meetings, Course Committee meetings and Pre-semester meetings
- Arrange all ad hoc room bookings via CMIS
- Drafting student letters
- Ordering stationary
- Exam script preparation for moderation and external examiner
- Input assessment grades on Scholar
- Monitor student extensions, deferrals and non-submission
- Advise students in a prompt manner of any class re-scheduling
- Raising purchase orders
- Any other commensurate duties that fall within the employee's capabilities.



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

- Certificate or diploma desirable
- 1 to 2 years administrative experience
- Good knowledge of Microsoft Office
- Experience working with IT databases
- Excellent organisation skills with the ability to prioritise and multi-task;
- Strong Customer Service skills
- 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 third 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/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Free parking facilities.\*
- Onsite subsidised restaurant.\*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- \*Dublin campus on South Circular Road.

*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

*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*