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| <b>Job Title:</b><br>Lecturer & Year Head      | <b>Reporting to:</b><br>Head of Limerick Campus                            |
| <b>Location:</b><br>Griffith College, Limerick | <b>Job Type:</b><br>Permanent, Full time<br>(11 month probationary period) |

**Job Summary:**

As a lecturer the successful candidate will be responsible for the delivery and assessment of assigned modules and is expected to play an 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 academic programmes within the Business Department.

The primary role of the Year Head to facilitate and oversee:

- The professional delivery of programmes.
- The effective and equitable assessment of learners with comprehensive feedback for academic support and development.
- Effective communication among the Business Department members, both full and part time.
- Effective communication between the Business Department members, the Business Faculty and Limerick’s lecturing counterparts.
- Effective communication between the Business Department and learners.
- Resolution of problems raised by learners and/or lecturers.

**Job Responsibilities:**

- Deliver business related modules.
- Manage the professional delivery of all modules across all programmes.
- Work proactively in improving existing programmes.
- Contribute to the design and development of new courses and programmes.
- Engage with other 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 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.
- Review courses/modules on a semesterised/ annual basis and contribute to the Annual Programme Review.
- Participate in the development, implementation and maintenance of academic quality assurance policies.



## GRIFFITH COLLEGE

- Participate in activities related to the development of the Faculty and Limerick's programmes.
- Maintain the academic integrity of the business courses.

### Lecturing

- Deliver assigned lectures/tutorials – day, blended or evening. For each module you are delivering, 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

- Attend and contribute at Exam Board meetings.
- Liaise with Administration regarding new entrants.
- Participate in Open Evenings and other College promotional events.
- Any other commensurate duties that fall within the employee's capabilities.

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

- Level 9 postgraduate qualification in Business or an equivalent professional qualification.
- Highly organised with meticulous attention to detail.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Strong commitment to educational quality and customer service.
- Willing to work effectively as part of an integrated team in the Limerick Campus.
- Lecturing experience in a third level environment is essential.
- Hold a Teaching and Learning qualification, if not, the successful applicant will be required to undertake the College's level 9 Training & Education programme on appointment.
- Management experience gained in education, industry or elsewhere is desirable.
- 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/>

\*The Limerick campus was established in 2006 following Griffith's acquisition of the Mid West Business Institute.

### **Our Vision**



## GRIFFITH COLLEGE

‘Empowering learners to achieve their career and life potential’

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

- Competitive salary package.
- Funding support for continued professional and academic development.
- City centre location with public transport links nearby.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.

*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 Campus, the Business 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.*