



GRIFFITH COLLEGE

Job Title: Lecturer & Year Head	Reporting to: Head of Business Faculty
Location: Griffith College, Dublin	Job Type: Permanent, Full time (11 month probationary period)

Job Summary:

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 a specific stage within an academic programme.

The primary role of the Year Head to facilitate:

- Professional delivery of programmes.
- Effective communication among the Faculty members, both full and part time.
- Effective communication between the Faculty and learners.
- Resolution to problems raised by learners and/or lecturers.
- Feedback for academic support and development.

Job Responsibilities:

- Deliver Finance and Accounting related modules.
- Coordinate the professional delivery of modules across a particular Year(s).
- 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.
- 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, 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 Admissions and International Office 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 Finance or Accountancy or an equivalent professional qualification in Accountancy or Finance.
- 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 Business Faculty
- Hold a Teaching and Learning qualification, if not, the successful applicant will be required to undertake the Colleges level 9 Training & Education programme on appointment.
- 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'



GRIFFITH COLLEGE

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 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.