



GRIFFITH COLLEGE

<b>Job Title:</b> Faculty Administrator for the <i>Visual Arts Department</i> within the Faculty of Media Communications.	<b>Reporting to:</b> Heads of Faculty
<b>Location:</b> Dublin South	<b>Job Type:</b> Permanent 4 days a week Subject to probationary period Additional hours as may be required.

**Job Summary:**

Griffith College is seeking a Faculty Administrator for the Visual Arts Department within the Faculty of Media Communications. Reporting to the Heads of Faculty, the faculty administrator provides administrative support across all programmes delivered through the faculty; however, the Faculty Administrator is responsible for managing all aspects of the administrative processes within the Visual Arts Department. This involves the effective administration of both learners and staff (both full and part-time). The Faculty Administrator is expected to work very closely with the Faculty lecturing staff, including Year Heads, Programme Leaders, and the Head of Faculty. In addition, the Faculty Administrator is also expected to work closely with support departments such as Academic Administration, Registration, Admissions, Marketing, Graduation, International Office, Examinations Office, Accounts, etc. In particular, the role of the course administrator helps coordinate better communication among the Faculty members, students and other College departments.

**Job Responsibilities:**

**Registration**

- Maintenance of accurate learner data and subject details in student database in line with Faculty deadlines.
- Maintaining all records in respect of Deferrals/Terminations/Change of Course
- Keeping Visual Arts Department internal drives and Editshare folder files updated

**Graduation ceremony**

- Involvement in all preparations and preparatory meetings
- Communication with Exams' Office in relation to parchments, Prize Winners etc.

**Induction**

- Induction – ensuring student induction programmes runs smoothly

**Timetables**

- Ensure that all timetables are updated and available on all internal platforms
- Ensure all room bookings are correct and in line with timetables
- Preparation/distribution of timetables and organising room bookings



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### **Lecturing Staff**

Almost all of our lecturing team are part-time; it is essential that the administrator keeps in regular contact with all lecturers regarding:-

- Recording of minutes for all staff and faculty meetings
- Communication of details with regard to Course Committee Meetings, Exam board dates etc
- Creation, distribution and maintenance of Excel Component Mark sheets for assignments and examinations from the student database
- Rescheduling and monitoring of cancelled lectures
- Communications regarding timetables, deadlines, etc.
- Provide administrative support to lecturers as required.

### **Quality Assurance**

#### **Assignments & Examinations**

- Communication of Assignment Schedules & Exam Timetables with learners and lecturers
- Communication – contacting/informing students through Moodle/email/noticeboards etc.
- Creation, distribution and maintenance of assignment & exam excel component mark sheets
- Distribution and analysis of student attendance sheets, lecturer assessment forms, etc.
- Collating assignments, exam scripts, etc
- Uploading and collating large media files
- Dealing with general lecturer and student queries about procedures/policies
- Dealing with queries about assignment extensions
- Ensuring results are inputted correctly and all control procedures are followed.
- Dealing with student queries regarding the results
- Exam invigilation
- Planning and Preparing analysis of results for Exam Boards and Annual Programme Reports
- Working with Faculty Manager to ensure quality assurance checks have taken place and maintain the integrity of examination policies and procedures.

### **General**

- Timely resolution to problems raised by students and/or lecturers
- Dealing with queries from other departments/faculties as required
- Communication with Learners Fees office regarding learner issues
- Stationery Orders
- Drafting learner letters of confirmation and/or registration
- Monitoring of learner attendance re Visa Renewals etc.
- Informing maintenance of any general maintenance work to be done
- Ad hoc duties as assigned
- Organising support for equipment being used by lecturers (particularly guest lecturers)
- Providing administrative support to Faculty Head and Programme Leaders
- Supplying faculty information to other departments as required
- Miscellaneous mail merges to lecturers and students



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- Any other commensurate duties that fall within the employee's capabilities.

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

- 1 year + administrative experience, preferably in an educational institution and/ or private organisation.
- Strong Microsoft Office skills.
- Strong file management skills
- Willingness to become familiar with screen content production processes and technical deliverables
- Excellent organisation skills with the ability to prioritise and multi-task.
- Strong written and verbal communication skills in English.
- Proactive in approach and detail oriented.
- 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.



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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.*