



GRIFFITH COLLEGE

Job Title: Faculty Administrator	Reporting to: Head of Law Faculty
Location: Griffith College, Dublin	Job Type: Permanent, Full time

Job Summary:

The Faculty Administrator reports to Head of Faculty on all issues. They will ensure that an excellent service is provided to all those who interact with the Faculty, learners and staff alike. The Faculty Administrator must actively participate in the general work of the Faculty as directed by the Head of Faculty;

Job Responsibilities:

- Ensure exam submission, assessment and other faculty deadlines are adhered to;
- Carry out all necessary administrative tasks as required;
- Carry out feedback during week 5/6 of each semester;
- Provide a high standard of pastoral care to all learners;
- Organise contracts and payment schedules for part time lecturers;
- Ensure communication of correct module descriptors and assessment to all lecturing staff and admissions;
- Ensure compliance with QQI standards and guidelines;
- Work with Programme Directors in the drafting and preparation of timetables;
- Take responsibility for the booking of rooms;
- Attend Open Evenings as a representative of the Law Faculty during the day/evening or other events as required;
- Attend Law Faculty events and assist in the organisation, setting up and running of such events;
- Make admissions-related phone calls to applicants and meet prospective learners if necessary;
- Gather, input and monitor learner attendance;
- Develop a thorough understanding of Scholar, Moodle and CMIS;
- Maintain learner records and update Scholar as required;
- Generate CMS and liaise with lecturers regarding their completion. Arrange QA checking and input of CMS on Scholar in preparation for exam boards.
- Contribute to Exam Board preparation including the scanning and downloading of materials for the external examiners and their provision online.
- Contribute to the drafting of the Annual Course Reports;
- Contribute to the drafting of validation documents;
- Assist in preparation for, attend and contribute at induction sessions with learners, pre-semester meetings, course committee meetings and weekly faculty meetings.
- Keep all learners motivated and engaged over the academic year;
- Assist in respect Quality Assurance mechanisms required for running all Programmes;
- Liaise with learners and relevant services regarding Learner Exam Assistance;
- Assist in the preparation of DLSP manuals.



GRIFFITH COLLEGE

- Manage Moodle page set up when required.
- Assist with the progression of academic misconduct hearings;
- Contribute to the Faculty marketing strategy.
- Monitor the Moodle pages in order to ensure efficient release of materials and management by lecturers;
- Work as part of the whole Law faculty team and undertake any tasks / duties as assigned to you by the Head of Faculty;
- Provide exam invigilation services;
- 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;
- Arrange all ad hoc room bookings;
- Draft learner letters;
- Ordering stationary;
- Monitor learner extensions, deferrals and non-submission;
- Accept responsibility for the retention and filing of all relevant documentation;
- Monitor rescheduled and cancelled classes and facilitate rescheduling of same.
- Advise learners in a prompt manner of any class re-scheduling;
- Raising purchase orders.

Course Leader for Professional Law Courses

The Course Leader - Professional Law courses reports to the Head of Faculty on all issues. They will ensure that an excellent service is provided to all those who interact with the Professional Law School, participants and staff alike. The Course Leader for Professional Law must efficiently and effectively manage the Professional Law courses as directed by the Head of Faculty;

- Work with Head of Faculty and Marketing in the appropriate promotion and marketing of the Professional Law School offerings;
- Process all applications for FE1 and KI Programmes, including registration and fee management;
- Create and manage Professional Law spreadsheets;
- Draft FE1 and Kings Inns timetables for approval by Head of Faculty;
- Preparation and printing of manuals (including securing exam papers, external examiners reports and sample answers);
- Distribution of manuals;
- Gathering and managing learner feedback;
- Liaising with learners, lecturers and learning technologists to ensure the highest level of customer satisfaction;
- Liaise with lecturers in respect pre-recorded video's, webinars and live days;
- Draft lecturer contracts and payment plans for approval by Head of Faculty;
- Prepare end of course budgets for all FE1 and KI sittings in conjunction with Head of Faculty.
- Any other commensurate duties that fall within the employee's capabilities.



GRIFFITH COLLEGE

Minimum Education/ Experience Requirements:

- Administrative experience.
- IT literate.
- Excellent organisation skills with the ability to prioritise and multi-task.
- Some legal knowledge would be preferred but not essential.
- Applicants must be eligible to work for any employer in Ireland at the time of job offer.

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.