

Griffith College Job Description

Job Title: Course Administrator
Reporting to: Head of Faculty
Hours of Work: As per contract – ordinarily 10am to 6.30pm, Monday to Friday
Additional hours may be required in line with the needs of the Faculty

Purpose

The Course 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: students and staff alike.

1. The Course Administrator must actively participate in the general work of the Faculty as directed by the Head of Faculty;
2. Ensure exam submission, assessment and other faculty deadlines are adhered to;
3. Carry out feedback during week 5 of each semester;
4. Provide a high standard of pastoral care to all students;
5. Organise contracts and payment schedules for part time lecturers;
6. Ensure communication of correct module descriptors and assessment to all lecturing staff and admissions;
7. Ensure compliance with QQI standards and guidelines;
8. Work with Programme Directors in the drafting and preparation of timetables;
9. Assist in the booking of rooms;
10. Attend Open Evenings as a representative of the Law Faculty) during the day/evening or other events as required;
11. Attend Law Faculty events and assist in the organisation, setting up and running of such events;
12. Make admissions-related phone calls to applicants and meet prospective students if necessary;
13. Gather, input and monitor student attendance;
14. Develop a thorough understanding of Scholar, Moodle and CMIS;
15. Maintain student records and update Scholar as required;
16. Contribute to the drafting of the Annual Course Reports;
17. Contribute to the drafting of validation documents;
18. Assist in preparation for, attend and contribute at induction sessions with students, pre-semester meetings, course committee meetings and weekly faculty meetings.
19. Keep all students motivated and engaged over the academic year;
20. Assist in respect Quality Assurance mechanisms required for running all Programmes;
21. Process applications for FE1 and KI Programmes, including registration, fee management, distribution of manuals, managing student feedback, liaising with students;
22. Act as Schools Liaison within the Law Faculty and manage school projects;
23. Assist with the progression of academic misconduct hearings;
- 24.
25. Contribute to the Faculty marketing strategy.

Other Tasks and Duties

- 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;
- Exam script preparation for moderation and External Examiner 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;
- Arrange all ad hoc room bookings;
- Draft student letters;
- Ordering stationary;
- 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.

Essential Requirements

- Administrative experience;
- IT literate;
- Excellent organisation skills with the ability to prioritise and multi-task;
- Some legal knowledge would be preferred.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing environment with the Faculty and the College.