

Griffith College
JOB DESCRIPTION
Griffith College

JOB TITLE: Course Administrator

REPORTING TO: Karen Casey

HOURS OF WORK: As per contract
Additional hours as may be required in line with the needs of the service.

Course Administrator – The Leinster School of Music & Drama

Responsibilities:-

Dealing with the administration related to part-time instrumental and drama tuition within the school. This involves liaising with different tutors of each discipline and covering a range of tasks including:

Students

- Referring students to teachers once applications are received and dealing with registration and billing once students have been accepted.
- Dealing with all student queries and application queries.
- Keeping paper files and Scholar files updated.
- Ensuring students are registered for the correct subjects and correct teachers.
- Ensuring current student list is always up to date.
- Administration related to Evening Diploma course – registration, attendance sheets, workshop attendance, timetables, room booking.

Tutors

- Devising and updating all tutors timetables and student lists.
- Room booking when additional rooms are required.
- Consulting tutors regarding updating of syllabuses, ordering books from the library requested by tutors.
- Dealing with general tutor queries about procedures.

Examinations

- Assisting in the administration of external and internal exams.
- Inputting of exam application forms and results.
- Printing report cards, invoices and certificates.

Accounts

- Tuition Fees – liaising with teachers re: rates, term fees etc.

- Distribution of invoices and giros to all students and follow-up on payments received.
- Tutors payroll twice per term - allocation of student payments and calculation of tutors and school's percentage of total fees.
- Examiners expenses – calculating mileage and expenses as well as verifying examining hours from their schedules.
- Part-time employee payment processing.
- Part-time lecturer payment processing for Diploma courses.
- Cheque requests processed for workshops, concerts etc.
- Manual sales and invoicing for music books.
- Sending accounts payable invoices for suppliers, marketing etc. to accounts.
- Raising purchase orders where necessary.
- Delivering pay forms to accounts once verified.

Print Room

- Liaising with the printroom staff and tutors regarding photocopying requirements.

Information Services Dept

- Liaising with IT Services to generate tutor passwords for the computers.

Maintenance

- Informing maintenance of any general maintenance work to be done.
- Liaising with them regarding special requirements for a classes / workshops (e.g. the movement of seating for concerts, exams etc).

General

- Producing and distributing college ID cards for part time Diploma students.
- Supplying faculty information to other departments as required e.g. Graduation office.
- Miscellaneous mailmerges to lecturers and students.
- Booking rooms using CMIS.
- Ordering stationary.
- Updating noticeboards.

Experience required:-

- Computer literate in Word and Excel.
- Familiar with using database and/or other administrative packages.
- Proven organisational abilities.
- Able to take direction.
- Capable of taking initiative for certain areas and to work independently.
- Appropriate interpersonal skills to manage information relating to students and staff in a sensitive and professional manner.