**JOB DESCRIPTION**

**Griffith College Dublin**

**Job Title:** Part time Undergraduate Programme Director & Senior Lecturer for the BA (Hons) Design Communication

**Reporting To:** Head of the Design Faculty

**Purpose:** The Undergraduate Programme Director reports to the Head of Faculty on all course issues and is the line manager for relevant lecturers within the faculty. The Senior Lecturer &

Undergraduate Programme Director ensures that an excellent care service is provided to all those who interact with the faculty: students and staff alike.

**Main responsibilities for position:**

* Development of courses including course design, establishing course committees, professional accreditation as well as having it placed on the National Framework of awards, plus co-teaching on the programme.
* Developing and promoting Griffith College Design Programmes
* Providing academic leadership through helping to maintain and enhance a faculty of excellence in teaching
* To work proactively in improving existing courses and programmes
* To provide support and supervision to faculty lecturers
* Provide assistance to students as required in a timely manner
* To participate in internal departmental and multi-disciplinary committees and external meetings as required
* Adhere to exam procedures and deadlines
* To foster the research culture in the faculty, to be actively involved in same
* Be committed to educational quality and customer service
* To work effectively as part of an integrated team in the Faculty Course Content:
* Manage the development/delivery of course syllabus as prescribed by the Governing Body
* Review courses/modules on an annual basis  Maintain the academic integrity of the courses

**Teaching:**

* Teaching such assigned classes as deemed appropriate by your manager, day or evening  Your teaching responsibilities will include one evening per week Students:
* Meet with students to discuss performance, problems, and complaints and advise on remedial action
* Review student queries re: module(s) results in examinations Administration:
* Provide Annual Course Review to the Head of Faculty
* To work with the Office Manager/administrator to create timetables for each course within the CMIS system
* Attend Exam Board meetings
* Liaise with Admissions and International Office re new entrants and participate in marketing events
* Provide feedback to teaching staff on their performance and advise them on remedial action.

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 within the faculty and the College. Additional conditions and terms which are part of the role include:

# Communication and working as part of the design team

Weekly faculty meetings are typically held and all members of faculty are expected to attend same. These are currently held on Fridays before lunch.

Fortnightly College wide meetings of Programme Directors are typically held on Fridays from 10am to 12pm. Your attendance at these meetings is required so that you remain aware of and can further inform College wide policies and practices.

Course Committee meetings will be held on a number of occasions throughout the year to accommodate as many of the students representatives and lecturers as possible. You would be expected to manage and coordinate such meetings.

You will be expected to be part of the faculty team on marketing and PR activities, schools competitions, open evenings and website updating. You will be expected to be part of the faculty team on course development, course enhancement and international linkages should they arise.

# Academic development

As part of the College’s commitment to quality and obtaining Delegated Authority to award its own degrees, it is expected that you will complete the College’s postgraduate award in Teaching and Learning (20 ECTS) within the first 18 months of your employment.

We would encourage you to attend academic conferences and also to participate and contribute at them on an on-going basis. Your academic development and that of your colleagues is viewed as a positive reflection

# Development of extra-curricular activities

You will be required to have an involvement in national and international exhibitions, class trips, site visits. We would encourage and support you to make your own distinctive contribution to the development of the Design Faculty in accordance with your interests and abilities.

**For more information on the Faculty of Design see**<http://www.gcd.ie/design/>

**Email:** opportunities@griffith.ie

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| **Advertising Date**  | Thursday 15th Feb 2018  |
| **Closing Date:**  | Friday 9th March 2018 |
| **Interview Date:**  | Mid- March 2018  |

Griffith College is an equal opportunities employer

All candidates applying for teaching posts must undergo a mock lecture before being interviewed; they may be asked demonstrate ability via portfolio.

**Guidelines for Mock Lecture**

As part of the interview process, candidates are required to give a 5 – 10 minute mock lecture, regarding the interview panel as students.

The lecture should cover an item (or items) of the candidate’s choice from an existing (or proposed) course offered by the Faculty or Department.

The candidate is free to use whatever medium and teaching aids are appropriate, including laptop and projector, but is encouraged to use new technology.

The lecture should not be the first lecture in a course, nor should it be an overview of a course. The lecture will focus on explaining a particular aspect of the course to students who are unfamiliar with the topic.

The lecturer should begin by outlining any previous information that the students are expected to know (e.g. “I’m assuming you know how to ...... which we covered last week”). Questions will be asked of the lecturer, either during or after the lecture.