



GRIFFITH COLLEGE

<b>Job Title:</b> Faculty Administrator	<b>Reports to:</b> Head of the Faculty of Business
<b>Location:</b> Dublin South	<b>Job Type: Permanent</b> 9.00 am to 5.30 pm, Monday to Friday Additional hours as may be required.

**Job Summary:**

The Faculty Administrator is responsible for the management of all aspects of the administrative processes within the Faculty. 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:**

- Timely resolution to problems raised by students and/or lecturers.
- Induction – ensuring student induction programmes runs smoothly.
- Preparation/distribution of timetables and organising room bookings.
- Communication – contacting/informing students through Moodle/email/noticeboards etc.
- Distribution and analysis of student attendance sheets, lecturer assessment forms, etc.
- Dealing with general lecturer and student queries about procedures/policies.
- Collating assignments, exam scripts, etc.
- 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.
- Preparing analysis of results for Exam Boards and Annual Programme Reports.
- Ordering stationery supplies.
- 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 .
- Maintaining and updating student records.
- Assisting at graduation ceremonies.
- Any other duties that fall within the employee’s capabilities.



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

- Third level qualification desirable.
- One to two years administrative experience.
- Good knowledge of Microsoft Office.
- Be highly organised with meticulous attention to detail and ability to prioritise and multi-task.
- Have excellent interpersonal, written and verbal communication skills.
- Be committed to educational quality and customer service.
- Willing to work effectively as part of an integrated team in the Business Faculty.
- 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 3rd 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/>

### **Why work for Griffith College?**

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

*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.*