



GRIFFITH COLLEGE

<u>Job Title:</u> Programme Director, MSc in International Pharmaceutical Business Management (day and night delivery)	<u>Reports to:</u> Head of Faculty: Graduate Business School and Head of Cork campus
<u>Location:</u> Cork	<u>Job Type:</u> 11 month contract (with a view to permanent status) 4 days per week

Job Summary:

Reporting to Head of Faculty and Head of Cork Campus, The Programme Director, MSc in International Pharmaceutical Business Management will be responsible for the Academic Management of MSc in IPBM, further develop and growth of MSc day and night programme.

Day to day management of the programme:

- Managing and processing admissions via Dublin, registration and attendance
- Timetables/classroom scheduling
- Registering students on Scholar
- Dealing with student and visa queries...and fees
- Managing multi-level QA and admin documentation etc.
- Library resources as required for modules running each Semester
- Ensuring that lecturing staff are in place, are motivated, engaging and appointed, following QA guidelines in time in order to prepare notes for Moodle supports etc.
- Meet students and lecturers on a regular basis and address concerns in a timely manner
- Provide support and supervision to faculty lecturers
- Provide assistance to students as required in a timely manner - initially on a daily one-to-one basis
- To participate in internal departmental and multi-disciplinary committees and external meetings as required both within Cork and with GBS in Dublin
- Adhere to exam procedures and deadlines.
- Manage exam corrections, assignments (with feedback and moderation), internal exam boards etc. as required
- To work effectively as part of an integrated team in the entire college
- To work towards hosting an annual seminars and guest lecturers form industry
- To manage extra-curricular activities such as class trips and site visits.
- Overseeing the IBEC Skillsnet billing and fee collection
- Lecturing on one module in semester one on both the day and night delivery modes



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Students

- Support, guide and motivate all learners
- Meet with students to discuss performance, problems 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 Course Administrators to create timetables
- Attend Exam Board meetings – in Dublin and Cork
- Liaise with Admissions and International Office re new entrants and participate in marketing events
- Undertake QAES feedback on Learner / lecturer / facilities etc.
- Provide feedback to teaching staff on their performance and advice / support as required
- Provide feedback to teaching staff on module report forms
- Examine management reports – review, reflect, discuss with FH and team, respond and feed forward.

Communication and working as part of the GCC team:

- Attend weekly faculty meetings (via Zoom to Dublin) and fortnightly meetings of GCC Programme Leaders
- Manage and co-ordinate Course Committee meetings, held on a number of times through the year
- Be the faculty team leader on marketing and PR activities, open evenings and website updating
- Be the faculty team leader on course development, course enhancement and international linkages should they arise

Minimum Education/ Experience Requirements:

- Level 9 qualification.
- Ideally, experience of management of academic programmes in a higher education
- Must be legally entitled to work full time in Ireland for any employer.

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 Department and the College.



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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.