



GRIFFITH COLLEGE

Job Title: Programme Administrator	Reports to: Graduate Business School, Heads of Faculty
Location: Dublin South	Job Type: Permanent (subject to probation)

Job Summary:

Griffith College are seeking a *Programme Administrator for the Graduate Business School*.

Reporting to the Heads of Faculty, the programme administrator provides administrative support across the many international programmes within the Graduate Business School (GBS). This involves the effective administration of both learners and staff (both full and part-time), working alongside the GBS core team.

The role is central to the academic functioning of the Faculty, and involves ongoing communication with various internal departments. The role centres on educational standards and high quality service to all learners and staff. It is an extremely busy and demanding role that involves attention to detail, good communication skills, and problem solving.

Job Responsibilities:

Registration

- Maintenance of accurate learner data and subject details in student database in line with Faculty deadlines.
- Maintaining all records in respect of Deferrals/Terminations/Change of Course
- Keeping GBS internal drive folder files updated

Graduation ceremony

- Involvement in all preparations and preparatory meetings
- Communication with Exams' Office in relation to parchments, Prize Winners etc.

Timetables

- Ensure that all timetables are updated and available on all internal platforms
- Ensure all room bookings are correct and in line with timetables

Lecturing Staff

As most of the GBS lecturing team are part time it is essential that the administrator keeps in regular contact with all lecturers regarding:-



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- Recording of minutes for all staff and faculty meetings
- Communication of details with regard to Course Committee Meetings, Exam board dates etc
- Creation, distribution and maintenance of Excel Component Mark sheets for assignments and examinations from student database
- Rescheduling and monitoring of cancelled lectures
- Communications regarding timetables, deadlines, etc...
- Provide administrative support to lecturers as required.

Quality Assurance

Assignments & Examinations

- Communication of Assignment Schedules & Exam Timetables with learners and lecturers
- Creation, distribution and maintenance of assignment & exam excel component mark sheets
- Planning and Preparing for Exam Boards
- Dealing with learner queries regarding the results and rechecks
- Working with Faculty Manager to ensure quality assurance checks have taken place and maintain integrity of examination policies and procedures.

General

- Dealing with queries from other departments/faculties as required
- Communication with Learners Fees office regarding GBS learner issues
- Stationery Orders
- Drafting learner letters of confirmation and/or registration
- Monitoring of learner attendance re Visa Renewals etc.
- Informing maintenance of any general maintenance work to be done
- Ad hoc duties as assigned
- Occasional PA duties required for Head of Faculty
- Any other duties that fall within the employee's capabilities.

Special conditions of employment:

The normal hours of business are 9am to 5.30pm. However, in order to provide a service to both full and part-time learners, it is expected that the Faculty Administrators make themselves available until 6.45 p.m. on one evening per week during the two twelve-week teaching semesters. Flexi-time possible.

Minimum Education/ Experience Requirements:

- 1 year + administrative experience, preferably in an educational institution and/ or private organisation.
- Strong Microsoft Office skills.
- Excellent organisation skills with the ability to prioritise and multi-task.



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- Strong written and verbal communication skills in English.
- Proactive in approach and detail oriented.
- 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.
- Subsidised on-site restaurants.

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.