GRIFFITH COLLEGE

Job Title: Part-Time Lecturer, Faculty of Computing Science	**Reports to:** Programme Director and Head of Faculty of Computing Science
Location: Griffith College Cork	**Job Type:** Part-Time Temporary (subject to probation) **Hours:** Approximately 3 hours per week per module (may include weekends)

Job Summary:
The lecturer is primarily responsible for the delivery and assessment of assigned modules and is expected to play a very active role in the academic direction of students' learning and development including teaching, learning, assessment and administration.

Job Responsibilities:
- Deliver assigned modules in the field of computing science
- Work proactively in improving existing modules and provide feedback and guidance to the learners and Programme Director at the end of each academic term.
- Engage with the Programme Director on a regular basis and address concerns in a timely manner.
- Carry out assessment, monitoring and evaluation of examination and coursework, and provide this information to the Programme Director.
- Aid learners, with course content as required and in a timely manner.
- Participate in internal faculty meetings as required.
- Follow and adhere to the college's QA policies and procedures.

Programme Content:
- Formally review modules at the end of semester / academic year and provide feedback to the Programme Director
- Participate in the development, implementation and maintenance of academic quality assurance policies
- Maintain the academic integrity of the computing courses.
- Liaise with lecturer counterparts day/evening/GC centres etc as suggested by the Programme Director
- Manage the delivery and possible development of course syllabi as prescribed by the approved programme documents and guided by the Programme Director

Teaching Role and Assessment Marking:
- Deliver such assigned lectures/tutorials as deemed appropriate by the Programme Director and Head of Faculty, day/evening/blended and in line with Programme goals and learning outcomes

- For each module you are teaching, you are required to prepare, correct and submit all assignments and examination scripts in a timely manner.
- Review student queries regarding coursework, exams, grades, etc
- Be available for respective subjects during examination periods and attendance at course board meetings which occur three times a year in May, August and January.
- Staff Attendance at Graduation.

Administration:
- Participate in the administration activities in the faculty as assigned by the Programme Director such as attendance taking,
- Work with the faculty administrators/Programme Directors and undertake necessary admin checks while submitting students' work
- Participate in Open Evenings and other College promotional events as required by the Programme Director
- Provide annual programme review input to the Programme Director and Head of Faculty
- Provide efficient use and updating of the module of the E-Learning Management System.
- Any other duties that fall within the employee's capabilities.

Minimum Education/ Experience Requirements:
- Overall the successful candidates will be expected to make a significant contribution to the teaching profile of the College
- Have relevant industry experience
- Possess a Level 9 postgraduate qualification in Computing Science
- Be highly organised with meticulous attention to detail.
- 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 Computing Faculty
- Hold a Teaching and Learning qualification, if not, the applicant will be required to undertake the College's level 9 Training & Education programme on appointment.
- 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 Cork campus is situated on Wellington Road, Cork. 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 nationwide, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. http://www.griffith.ie/

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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 or part-time, as applicable to the job, for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.