

Hourly Paid Assistant lecturer in General Business P18/24

The School and Department of Business currently provides taught programmes (QQI levels 6 through to 9) and opportunities to pursue Masters degrees by research (level 9).

The key objectives of the Department of Business are 1) to achieve a more diverse student population, 2) to provide excellence in teaching, 3) to support the local region through research, consultancy and flexible learning, 4) to integrate new learning technologies throughout our programmes where appropriate and 5) to promote a positive working environment.

The Department is seeking to establish panels of individuals with the expertise, experience and interest to teach in the following subject areas as Hourly Paid Assistant Lecturers at ITB.

- **Economics**
- **Accounting (Financial and /or Management)**
- **Maths**
- **I.T**

Job Description

The Head of Department of Business or other designated officer will determine the academic term(s) in which you will teach and will determine the number of hours you will teach in each term. The Institute requires you to comply with the designated start and finish times of each class. You may not alter your assigned timetabled hours without the prior approval of your Head of Department or other designated officer.

Duties

You will be required to carry out such duties as are assigned to you by the Head of School / Head of Department or such other staff member as the President may designate including but not limited to:-

- (a) Teaching such assigned classes, day or evening, for as many hours and over such periods as may be required.
- (b) Carrying out assessment and monitoring of examination work, engaging in course development and providing a professional support to students in their learning activities.
- (c) participating in Examination Board meetings and committees appropriate to courses;
- (d) Making available information as required by Institute management in a professional context.
- (e) Attendance at Department meetings.

Part time courses are typically delivered at ITB after 6 pm, Monday to Friday and/or on Saturdays from 9 am.

Qualifications (Essential)

The standard minimum qualifications for part time hourly paid lecturing staff are:

- a) An appropriate honors degree (second class or higher) from a recognised degree awarding body in Business or equivalent;
- b) At least three years post-qualification appropriate and relevant academic, research or business/industry experience.
- c) Fluent written and spoken business English.

Desirable

Successful candidates will ideally also have a relevant higher qualification (Masters or PhD) or equivalent professional qualification, and;

- Relevant teaching and/or industry experience
- Demonstrable experience of academic course administration.

- Experience of programme development and implementation with specific reference to Business.

And specialist expertise / experience in the appropriate areas:

- Economics
- Management Accounting
- Financial Accounting
- Maths
- IT

Remuneration will be paid at the appropriate rates as approved by the Minister for Education & Skills from time to time in respect of work actually performed by you and authorised by the President or other designated officer. The current part-time hourly rate is €54.55. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

At the end of each week worked, successful candidates will be required to submit a part-time claim form, approved by the Head of Department, in respect of hours delivered.

General Information

- Shortlisting of applicants may take place, on the basis of information supplied in the application form
- Canvassing will disqualify
- All applicants are asked to disclose criminal convictions, per the application

Submitting Your Application

For further information and to access application forms and job descriptions for the above vacancies, see www.itb.ie or contact Linda on 01 8851102

One signed original and six photocopies of your application **should be posted or hand delivered to Linda Fitzpatrick, HR Department, Block A, Institute of Technology Blanchardstown, Blanchardstown Road North, Blanchardstown, Dublin 15. Please submit all applications on or before 12 noon on Friday 25th May 2018**

Please ensure that you receive an acknowledgement of receipt of your application within 7 working days.

DATA PROTECTION ACT, 1988/2003:

When your application is received, we create a record in your name which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 and 2003. You are entitled under this Act to obtain, at any time, a copy of information held about you. By lodging your application, you consent to any processing of your personal data, including sensitive personal data, by us.

In line with the requirements of Regulation 2016/679 General Data Protection Regulation (“GDPR”) data collected during this competitive process should generally be deleted as soon as it becomes clear that an offer will not be made or is not accepted by the individual concerned. Please note that a period of 12 months will be allowed to pass and after such time your application data will be deleted subject to approval from the Human Resources Manager, ITB.

Late applications will not be considered.

The Institute is an equal opportunities employer