

**TITLE: Assistant Lecturer in IT (11 Hours Pro Rata)  
(Semester 2: January – June 2018)**

**ROLE:** The Assistant Lecturer will provide Information Technology lectures and tutorial classes on degree programmes within the School of Business. The lecturer will teach **web technology** (provides an insight into the web design & development process in a business environment) and **web programming** (builds on the previous module by integrating HTML, CSS with client-side scripting [Javascript] and introduces server-side scripting and connectivity to a website database. As a member of the appropriate programme boards the lecturer will participate fully in the academic and administrative work of the School of Business and the Department to which he / she is assigned. The lecturer will be expected to participate in research and teaching & learning initiatives within the Department of Accounting & Information Systems.

**REPORTING TO: Head of Department / Head of School**

**REQUIREMENTS:**

**Minimum:**

- An Honours degree (2.2 or higher) in a relevant Level 8 programme [as specified in the National Framework of Qualifications (NFQ)] or equivalent.
- Three years relevant post-qualification experience.
- The recommended candidate must also pass a medical examination prior to taking up duty.

**Desirable:**

- A relevant post-graduate qualification at master's degree or doctoral level.
- An established track record in an industry and/or research environment;
- Web Technology  
Key skill areas:
  - Advanced HTML and CSS (Cascading Style Sheets) incorporating multimedia elements
  - Designing from user requirements
  - Responsive web design esp. mobile
  - User testing
  - Website Promotion – search engine optimisation (SEO), Google adwords etc.
- Web Programming  
Key skill areas:
  - Programming constructs (variables, operators, flow control, arrays, functions, classes etc.)
  - HTML, CSS & Javascript
  - PHP, MySql
  - Content Management Systems

- Information Systems Technologies  
Key skill areas:
  - Cloud Computing
  - Virtualisation technologies
  - Enterprise Resource Planning systems software
- Relevant teaching, course design, and / or research experience.
- Supervision of projects at undergraduate level and post-graduate level.
- Excellent communication and presentation skills.
- Good interpersonal skills and an ability to work as part of a team.

### **DUTIES:**

The Assistant Lecturer will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration.

The appointee should carry out such duties as are assigned by management including but not limited to:-

- (a) Teaching a number of agreed hours (from one to eighteen hours) per week in the subject, to whatever classes as assigned to him or her by the Institute. In addition, it will be necessary to spend whatever time is required in preparation and correction in order that teaching may be carried out effectively. (These arrangements are subject to collective agreements arrived at from time to time and authorised by the Minister for Education and Science).
- (b) Carrying out assessment, monitoring and evaluation of examinations work, and providing an academic and consultative support to students in their learning activities;
- (c) Providing academic input on existing and new courses and course development;
- (d) Engaging in research, consultancy and development work as appropriate;
- (e) Participating in committees appropriate to courses and meetings convened by management;
- (f) Maintaining appropriate records and making available information as required by management;
- (g) Engaging in promotion including student recruitment as appropriate;
- (h) Participating in the development, implementation and maintenance of academic quality assurance arrangements;
- (i) Participating in appropriate activities necessary to the development of their department/school and of the Institute;
- (j) Directing and supervising the work of Tutor/Demonstrator and taking academic responsibility for the academic standards of this work. When an Assistant Lecturer is supervising a Tutor/Demonstrator a reduction in teaching hours will be applied on the basis of a one hour reduction per three hours demonstration/tutorials supervised.

The performance of these duties will require attendance in addition to class contact hours during the normal working week.

**PROGRESSION:**

Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service after having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service having regard to ability, experience, academic qualification, scholarship and demonstrated performance. Possession of an appropriate defined post-graduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant Lecturer grade in another Institute or University. The Institute may require five years service in the Institute before progression is considered. An Assistant Lecturer with a Ph.D. and relevant research experience may be considered for progression after three years continuous service. If successful, such an Assistant Lecturer may be placed on the first point of the lecturer scale and remain on that point until five years service has been completed. This progression shall be irrespective of whether a new post of Lecturer has been established or a vacancy at Lecturer level has occurred.

**Salary Scale: €36,743.00 - €50,487.00 (10 Increments)**

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Interested applicants should submit a detailed Curriculum Vitae including a personal statement as to how you meet the requirements of the post described to [hr@gmit.ie](mailto:hr@gmit.ie)

**The Human Resources Department  
Galway-Mayo Institute of Technology  
Dublin Road  
Galway  
H91 T8NW.**

**Telephone No. + 353 91 742766/742767**

**Latest date for receipt of completed application is: 12 noon on Monday, 4<sup>th</sup> December 2017.**

***Please note:***

***Applications received after the closing date will not be accepted.***

***Candidates must hold a valid work permit to work in Ireland.***

***Garda Vetting will apply.***

The Galway-Mayo Institute of Technology is an equal opportunities employer and welcomes applications from people with a disability.

Cuirfear fáilte roimh chomhfhreagrás trí Ghaeilge.