

Job Description Summary

TITLE: **Assistant Lecturer in Animation & Game Design
(12 Hours Pro Rata – 1 Year Fixed Term)**

THE ROLE: The Centre for Creative Arts & Media (CCAM) is seeking to recruit an Assistant Lecturer to teach on and support the BA (Hons) Design programme. The post holder will be expected to play an active role within the Centre and Institute. In addition to teaching commitments the post holder will contribute to ongoing programme development, industry engagement and research opportunities in the college. Academic staff participate in pastoral support for students and actively participate in programme board activities. The post holder will also be expected to engage in academic and industry research opportunities that support the work of CCAM.

It is expected that the candidate will have a strong interest in education, and experience in Animation, Game Design and relevant design software systems

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REPORTING TO: Head of Centre, Centre for Creative Arts & Media

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:

- Post-graduate qualification.
- Relevant teaching, course design, and/or research experience.
- Supervision of projects at undergraduate level and possibly post-graduate level.
- Excellent communication and presentation skills.
- Good interpersonal skills and an ability to work in teams.
- Experience in the areas of Animation, Game Design, and relevant design software systems.

DUTIES:

The appointee 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 to him/her in accordance with collective agreements arrived at from time to time and authorised by the Minister for Education and Science including but not limited to:-

- (a) Teaching such assigned classes as deemed appropriate by the management of 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. A weighting of 1.25 will apply to hours worked after 6 p.m. (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.

The appointee shall carry out the lawful instructions of the Director (or authorised Officer) and comply with the requirements and regulations of the Minister for Education and Science.

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 in the grade subject to ability, experience, academic qualifications, 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 have been completed. Progression for Assistant Lecturers 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)