

## **Recruitment of Part-time Teaching Staff 2018-19 Adult Continuing Education (ACE) University College Cork**

Adult Continuing Education (ACE) at University College Cork is seeking to create a panel of Part-time Lecturers to cover available hours that may arise during the course of the 2018/2019 academic year. The positions will involve lecturing on part-time programmes from the suite of programmes offered by ACE at both undergraduate and postgraduate level. The role can require evening and sometimes weekend delivery of lecturers and will involve teaching, academic assessment and academic administration.

Key duties and responsibilities will include:

- Teaching the subject areas specified in accordance with the module descriptor and programme timetable.
- Preparation of all materials related to taught courses and assessment/correction of assignments and exams as appropriate.
- Conducting assessment, monitoring and evaluation of students in accordance with the module descriptor. This includes providing support to students in their learning and adequate feedback on their assessment. Participation in Programme Examination Boards may also be required.
- Participating in Programme Teaching Team meetings and annual Programme Committee review meetings as required.
- Working closely with the respective Programme Coordinators to ensure the successful delivery of the designated programmes.
- Ensuring compliance with ACE policies and procedures as required.

Knowledge and expertise in one or more of the following areas is essential:

- Management/ Leadership Development
- Learning and Development
- Human Resources
- Team Development/Supervision
- Procurement
- Supply Chain Management
- Accounting and Financial Management
- Psychometric Testing
- Health and Safety
- Project Management
- Marketing
- Coaching and Mentoring
- Manufacturing Operations
- Pharma Manufacturing
- Mental Health Studies

Successful candidates will ideally hold a postgraduate qualification, and will have demonstrable experience in lecturing/teaching/training (ideally with adult learners), as well as proven industry/community experience in their respective field of expertise. Candidates must also demonstrate evidence of the following criteria:

- Excellent interpersonal and communication skills both oral and written
- Effective public presentation skills and experience
- Experience of e-learning/virtual learning systems such as Blackboard
- Ability to work on own initiative and as part of a teaching team
- Enthusiastic team player with the ability to network with colleagues and other stakeholders
- Ability to meet deadlines.

Individuals will be contracted on an hourly occasional part-time basis (i.e. not exceeding 6 hours per week). The hourly rates of pay for lecturing for 2018-2019 are:

\* €57.15 (Evening rate)

\* €63.44 (Evening rate) after two years of continuous service on the above rates

To Apply:

Interested individuals should submit a CV and cover letter detailing qualifications, relevant teaching experience and areas of expertise/interest to ACE at UCC by **Friday 29<sup>th</sup> June at 5pm**. Applications may be submitted by email to [acehr@ucc.ie](mailto:acehr@ucc.ie) or post to:

Part-time Lecturer Recruitment  
Adult Continuing Education (ACE)  
The Laurels  
University College Cork  
Western Road  
Cork.

Further information on ACE at UCC is available at <https://www.ucc.ie/en/ace/>