



COLÁISTE CHEATHARLACH  
NAOMH PÁDRAIG  
CARLOW COLLEGE  
ST. PATRICK'S



### Job Description – Lab Technician/Tutor in Psychology

<b>Job Title:</b>	Lab Technician/Tutor, Psychology	<b>Contract Type:</b>	Fixed term (10 months), Full time
<b>Department:</b>	Academic Function	<b>Hours of Work:</b>	Monday to Friday 9.00 – 5.00 (35 hours)
<b>Reporting To:</b>	Head of Academic Delivery and Programmes	<b>Salary:</b>	Commensurate with experience

#### Carlow College, St. Patrick's

Carlow College, St. Patrick's is a small third level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus close to the centre of town offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, Psychology, and Social Political and Community Studies. A number of postgraduate programmes are offered, including a professionalising M.A. (Leadership in Therapeutic Child & Social Care) and a MA/PGDip in Irish Regional History. There are also several postgraduate diploma and certificate programmes. Additionally, the College has an international programme attracting students from a number of Colleges in the United States.

#### Our commitment to Equality, Diversity and Inclusion

Carlow College, St Patrick's is committed to providing an inclusive working and learning environment, valuing diversity and fostering a culture where the rights and dignity of all its staff and learners are respected. Carlow College is dedicated to ensuring that all of its activities are governed by principles of equality of access, opportunity and participation. We recognise and celebrate the diversity of our college community, its learners and staff and we seek to actively promote a spirit of inclusiveness and mutual respect. The College is also committed to identifying barriers to equality, diversity and inclusion and providing supports to staff and learners to achieve their full potential.

#### In the promotion of equality, diversity and inclusion, Carlow College seeks to:

- Ensure that no prospective or actual learner or member of staff will be treated less favourably than any other in a similar situation during their study or employment at Carlow College on one or more of the following grounds: age; disability; race; religion; civil status; family status; gender; sexual orientation; membership of the Traveller community.
- Provide education of excellent quality to all its learners, whatever their identity, background or life experience.
- Identify and reduce barriers, which might deter prospective learners and staff members from applying to the College and to promote access for under-represented communities.
- Provide reasonable accommodation to learners, staff and service users with disabilities.
- Ensure that the Carlow College, St. Patrick's [Equality Policy](#) applies to all aspects of the learner and staff experience and welfare.
- Ensure that bullying, harassment or discrimination are not tolerated in any circumstance.



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### **Mission Statement**

In the shared enterprise of education, through teaching, learning, practice placement and research activity, Carlow College, St. Patrick's prizes excellence in all it does and endeavours to respond creatively to the changing needs of its learners, of potential employers and of society.

### **Vision**

Carlow College, St. Patrick's will educate, engage and inspire its learners through the provision of transformational learning and teaching experiences; it will enable a diverse learner and graduate population to achieve their academic and career potential and enable them to contribute to the ethical development of society at local, national and global levels.

### **Our core values are:**

**Truth and Integrity** – We aim to create a research-led teaching and learning environment that is interdisciplinary in nature that inspires openness to new ideas and critical thinking and that is ethical in practice.

**Respect and Justice** – We recognise the diversity of our college community and seek to promote actively a spirit of inclusiveness, mutual respect and equality of opportunity and access.

**Collaboration and Social Awareness** – By creating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.

**Friendliness and Service** – We are committed to maintaining a hospitable, learner-centred environment that recognises each learner's individual learning journey, and that promotes, values and supports their personal, social and cultural development.

**Creativity and Innovation** – We believe that learning is about being open to new ideas and possibilities both in what we learn and how we learn. We are committed to being an educational space which promotes creativity and innovation as a way of responding to the contemporary world.

**For information on our Governance and Organisation chart, please visit: [College Governance](#)**

For information about Carlow College, St. Patricks, please visit: [About Carlow College](#)

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## **Role Information**

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### **Role Overview and Responsibility**

The BA (Hons) Psychology is accredited by the Psychological Society of Ireland (PSI). The Lab Technician/Tutor will be a member of the BA (Hons) Psychology Programme Board and will be expected to play a full role in assisting the Programme Director and Head of Academic Delivery in the delivery of the programme.

The Lab Technician will be responsible for overseeing everything to do with the psychology laboratory, including liaising with the IT team to ensure the smooth running of the various software packages utilised as part of the BA (Hons) Psychology (i.e. SPSS and NVivo).

The Lab Technician/Tutor in Psychology will be expected to teach on the BA (Hons) in Psychology, delivering face-to-face classes on a range of modules\* including:



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- Research Methods & Ethics in Psychology
- Statistics in Psychology
- Academic and Digital Skills

In addition, this role will include tutorial support in a range of psychological modules.

\*Teaching modules are subject to change.

### **Reporting Line**

The Lab technician/tutor will report directly to the Head of Academic Delivery and Programmes.

### **Key Responsibilities**

- Onsite lecturing/tutoring at undergraduate level.
- Onsite delivery of labs with an emphasis on research methods and use of statistical packages.
- Setting assignments and terminal written examination papers.
- Correcting assignments and marking examination scripts within the required timeline.
- Promoting interdisciplinary co-operation across their specialised module / programme
- Assisting with relevant aspects of examination and academic administration at programme
- Working with other members of staff in a collaborative manner
- Moderating research papers, minor theses and supervising research theses
- Academic planning at Institutional level
- Maintaining knowledge and updating within their areas of expertise
- Providing student consultation and feedback in a timely manner.
- Implementing teaching and learning initiatives.
- Active participation with the Student Record Management System, the Moodle VLE and application of Moodle features including Turnitin.
- Maintaining knowledge and updating oneself of the developments within their areas of expertise and the publishing of material in same.

### **Other Responsibilities**

- Membership of Committees.
- Contributing to the promotion of the College's programmes.
- Work collaboratively with regulatory departments and functions such as Human Resources, Data Protection, IT and Quality Assurance in applying all policies, procedures, processes and guidelines.
- Working with other members of staff in a collaborative manner.
- Undertaking such other cognate tasks as may be assigned by the Programme Director and Head of Academic Delivery and Programmes.

### **Qualifications**

#### ***Essential***

- A PSI accredited undergraduate degree in Psychology.
- A PSI accredited masters in Psychology is essential.
- Graduate membership of the PSI is essential (or eligibility to apply for graduate membership).

#### ***Desirable***

- A Ph.D. in Psychology (or in the process of obtaining a Ph.D.).
- A postgraduate qualification in higher education.



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- An active research profile with relevant publications in the area of expertise.

#### Experience:

- An excellent knowledge of statistics in psychology, at an advanced level.
- An in-depth knowledge of statistical packages utilised in psychological research, such as SPSS (Statistical Package for the Social Sciences), NVivo, etc.
- Excellent knowledge of research and ethical guidelines in psychology.
- Excellent knowledge of APA writing style, structure and referencing.
- Previous experience of teaching Psychology modules in a higher education setting.
- Previous experience of conducting Psychology labs in a higher education setting.
- Experience in delivering modules via on line platforms.
- Demonstrable experience with Higher Level Education systems such as Moodle, Turnitin, SMRS or relevant systems
- Proven experience of the administrative requirements of teaching at third level.

#### Skills & Competencies

##### The candidate should be able to demonstrate:

- Advanced awareness of current developments in Psychology including central issues of ethics and professionalism as a psychologist
- Excellent communication, writing, presentation and interpersonal skills.
- Ability to self-manage and work on own initiative and be an excellent team player.
- Competence in ICT skills of relevance to teaching, learning, research and related administration at third level.
- Ability to work accurately and thoroughly, and exhibit the ability to monitor work for quality.
- Ability to collaborate and work effectively with all functions and departments within the College.
- Ability to positively contribute to continuous improvement initiatives and adhere to policies and procedures.

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#### Application Requirements

Candidates should submit their C.V and covering letter specifically outlining how their qualifications and experience fits the requirements of the role to [hr@carlowcollege.ie](mailto:hr@carlowcollege.ie) Applicants are also requested to answer the below questions with their application. **Closing date for applications is 5.00 p.m., Friday 2 August 2024**

#### \*Please note that all applicants should consider the following questions when submitting their application:

- Do you hold a PSI accredited undergraduate Degree in Psychology?
- Do you have PSI accredited Masters in Psychology?
- Do you have graduate membership of the PSI?
- Do you have an excellent knowledge of statistics in Psychology, at an advanced level?
- Do you have previous experience of teaching Psychology modules in a higher education setting?
- Do you have experience of conducting Psychology labs in a higher education setting?
- Do you have proven experience of the administrative requirements of teaching at third level?
- When are you available to start work?

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This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

\*Teaching modules are subject to change.



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Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role requires that any offers are made subject to the successful applicant undergoing Garda vetting. This role will also require the successful candidate to submit copies of their qualifications.

Personal data will be processed in accordance with our [Privacy Notice for Employees](#).

Carlow College, St Patrick's is an equal opportunities employer.

#### Benefits available through the College

- Maternity/Adoptive Leave contribution
- Paternity Leave contribution
- Parental and Parent's Leave
- 40 days Annual Leave
- College Days
- Sick Leave contribution
- Bereavement and Compassionate Leave
- Study and Exam Leave
- Conferring Leave
- Onsite Parking
- Time Off in Lieu (TOIL)
- Professional Membership Fees
- Educational Assistance
- PRSA Scheme
- Tax saver
- Bike to Work Scheme
- Microsoft Home User Package (MHUP)
- Employee Assistance Programme
- Flexi-Time (PSS)
- Hybrid Working (subject to role)

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