



Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of **Trinity College Dublin, The University of Dublin** and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of

Administrative Officer in the Registrar's Office (Access Officer)

Purpose of Role

The Registrar's Office performs essential duties in relation to the smooth running of the Institute. The work of the office covers admissions, student records, freedom of information, quality assurance, examinations, access and disability, and student engagement. At this time, the Institute seeks to appoint a person, who will report to the Assistant Registrar, and who will contribute to all aspects of the work of the office with a particular focus on access.

Qualifications & Experience

- An appropriate third level degree, preferably at Masters level
- Experience in a similar role, preferably within an academic environment, with a proven track record of achievement
- Written and oral fluency in Irish is desirable but not essential

Skills & Competencies

- Understand the reasonable accommodations required to support students with disabilities in engaging with their course
- Understand the relationship between socio-economic disadvantage and education
- Have knowledge of project planning, development and delivery

- Able to work across a number of different activities
- Have excellent oral and written communication skills
- Possess excellent technology skills and an understanding of information technology as a driver of efficiency; experience of spreadsheet applications and database software
- Demonstrate a high standard of accuracy with attention to detail in all aspects of work
- Work efficiently and effectively on one's own initiative
- Be self-motivated and work flexibly as a team player
- Operate flexibly within a busy office and be prepared to shift focus as necessary
- Be organised and able to prioritise work effectively and to meet deadlines

Duties and Responsibilities

Access and Disability

- Liaise with the Disability Officer (in Trinity College Dublin) to implement supports for students with disabilities.
- Manage the Equal Access and Participation Policy for the Institute
- Assist in the assessment of prospective and current students' disability supports to enable full participation in college life
- Administer applications for ESF fund for students with disabilities and other funding as appropriate
- Prepare reports for the HEA and other relevant agencies, e.g. e-Cohesion reports for FSD allocation, Annual Student Record Figures
- Represent MIE, in the capacity of Access Officer at events relevant to the role, such as, HEAR/DARE, AHEAD and DAWN conferences, workshops or clinics
- Liaise with academic and other departments and statutory and voluntary agencies in the arrangement of appropriate support and facilities for students with disabilities
- Support students who enter college through the HEAR and DARE access routes
- Process payment of Student Assistance Fund grants to eligible students
- Assist in the administration of student bursaries and scholarships
- Monitor the progress of Access students in the Institute and act as mentor

Programme for Access to Higher Education (PATH)

- Provide professional leadership for Marino Institute of Education's participation in two strands of the Higher Education Authority's PATH initiative:
 - 1916 Leaders & Learners Bursaries (PATH 2)
 - the Creative Arts Summer School, Open Learning in Marino Institute of Education, Community Mentoring and Dublin Learning City (PATH 3)
- Provide administrative support to the TOBAR (access to teacher education for members of the travelling community – PATH 1)
- Attend internal and external meetings about PATH
- Contribute as a committee member to a range of PATH initiatives

- Advise the Registrar about requirements to support the implementation of PATH in Marino Institute of Education and beyond

General Duties

- Assist with registration of new and continuing students
- Liaise with the Education Office staff in the administration of student attendance
- Invigilate exams
- Promote awareness of and knowledge about the institute through school visits, campus tours for prospective and new Access students, attendance at higher education events, and attending and assisting with open day
- Help with mass mail shots to students
- File and archive documents electronically and in hard copy
- Attend departmental meetings, staff meetings and other relevant meetings
- Marino Institute of Education is a growing higher education institution and consequently duties may vary and develop. The applicant will be expected to take on other duties that arise in accordance with the evolving needs of the Institute.

Salary.

- €39174 -€49349. (9 points).

To Apply:

Application (Cover letter setting out suitability for the role and CV only) preferably by email to careers@mie.ie or by post to:

**The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9**

Completed applications must be received by 5.00pm on Thursday September 12, 2019.

Late applications will not be accepted.

Marino Institute of Education is an equal opportunities employer