



An Associated College of The University of Dublin, Trinity College

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. With a current enrolment of over 1000 students, 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. Based on Griffith Avenue in Dublin 9, the campus offers an attractive and inspirational environment for study, work, and for conference and training participants. The Governing Body now invites applications from suitably qualified persons for the position of:

Personal Assistant (PA) to the President of MIE

Purpose of Role.

This role, which will initially be offered on a 1 year fixed term basis, will provide professional, confidential and efficient administrative support services to the Office of the President of MIE.

In addition, the holder of this position provides secretarial support to Governing Body and the Leadership Team.

Skills & Competencies

- High level of written and spoken communication required
- Excellent technology skills and an understanding of information technology as a driver of efficiency; experience of spreadsheet applications and database software; website maintenance experience essential
- Demonstrate a high standard of accuracy with attention to detail in all aspects of work
- Work on one's own initiative
- Ability to work with and across different functions/departments
- Be a team player with clear evidence of self-motivation
- Operate flexibly and be prepared to shift focus as necessary
- Be organised and be able to prioritise work and to meet deadlines
- Knowledge of the higher education sector

- Be able to exercise discretion, courtesy and good judgment in carrying out duties

Key Duties and Responsibilities

- Act as first point of contact for the President's Office, answering queries, and responding to requests for information as appropriate
- Manage the President's diary
- Anticipate needs and conflicts that arise in relation to the President's duties
- Arrange travel and parking, as necessary
- Maintain and report on budgets
- Arrange and plan meetings, conference calls, webinars, Skype calls etc.
- Keep minutes of meetings and distribute them to the relevant parties
- Book rooms
- Liaise with visitors and clients of MIE
- Compile background research on visitors, events, conferences
- Coordinate speech drafting processes
- Manage office-related expenses
- Organise events and functions
- Draft and proof read documents and correspondence
- Prepare presentations
- Manage correspondence, including post and email monitoring, telephone enquiries, and website updates
- Monitor and post to social media accounts
- Chair and serve on committees as necessary
- 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.

To Apply:

Application (Cover letter 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**

Closing date for receipt of applications is 5.00pm Monday 23 September 2019.

Late applications will not be accepted.

Marino Institute of Education is an equal opportunities employer