



An Associated College of
Trinity College Dublin, the University of Dublin

Technology Enhanced Learning Support Specialist

GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment

CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education wishes to appoint a Technology Enhanced Learning support person, with expertise in technology enhanced learning and associated educational systems, on a three-year, fixed term contract basis. The successful candidate will be expected to support a wide range of technical services within the Institute and he/she will demonstrate a strong vision and creative flair for technology enhanced learning opportunities in MIE. The person appointed will be a self-starter and completer-finisher, where problem solving skills and a calm disposition under pressure are required. Strong interpersonal skills are necessary, where the capacity to explain a technical problem to a colleague or student, and outline how it could be resolved in plain language, is key. **The ability to provide IT support and identify opportunities for technology enhanced learning, through the medium of Irish, is a requirement of this role.** This role will also support delivery of the new Bhaitsiléir san Oideachas Trí Mhéan na Gaeilge.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants **will require:**

1. Third level qualification in IT, educational technology or training and development.
2. Demonstrable proficiency in Gaeilge, verbal and written skills.
3. Competence in technology enhanced learning tools, systems, platforms and devices and their application for an educational environment.
4. Personal technological self-efficacy.

It is also desirable that applicants have:

- Competence in website content management systems and/or social media use, for educational purposes.

Candidates must clearly indicate in their application how they meet each of these pre-requisites.

JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Director of IT & eLearning, to whom she/he reports, and to whom he/she is responsible to for the performance of these duties in the first instance. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

The duties include, but are not limited, to the following:

- Identify opportunities for technology enhanced learning across all courses offered by the Institute, through the medium of English and Irish.
- Support members of the academic and administration teams to utilise technology effectively in all aspects of their work.
- Identify and support IT systems that promote efficiencies in work practices, across campus.
- Assist in the creation of e-learning materials for the wider Institute audience, including support for current and future online courses delivered by MIE.
- Work as a member of the IT team, ensuring all types of educational technology queries are dealt with in a timely and professional manner.
- Assist in maintenance of the Institute's website and social media presence, across various social platforms.
- Assist in use of external communications platforms, such as e-zine software, for a wider MIE community.
- Provide and assist in training initiatives that support use of all current and future educational technologies by all stakeholders in MIE.
- Assist with IT Induction for new staff and students.

MIE's IT and eLearning department is a small and dedicated team. We support the full spectrum of technological tools one would expect in any educational environment. This role provides an opportunity to work as an integral member of that team, where all types of technological queries can, and do, arise on a daily basis. While each member of the team has their own area of expertise, we work together to provide technical and TEL support to all members of the MIE community. Duties pertaining to the post are broadly defined under the various headings as listed, the list of the entire range of duties is not exhaustive. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service need, as required during the course of this contract of employment.

APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision

In the event that a recommendation for permanent appointment is not made by the interview panel, the Institute reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 12 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale €32985- €51490.

Salary will be paid on a monthly basis on the last Thursday of each month, using the Paypath facility. This means that salary can only be paid directly into a nominated bank account.

Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Making of Applications

Application by Cover letter and CV only (No special application forms are supplied.)
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 Tuesday 16 April 2019.

Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.