



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

## **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.

Marino Institute of Education ('MIE') is seeking to appoint an Administrative Officer in the Registrar's Office to manage key tasks in the office including timetabling, preparing an annual report, collating and analysing data and overseeing in-house graduation celebrations.

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

### **Academic Services Officer in the Registrar's Office**

#### **GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment**

##### **1 CANDIDATE PROFILE AND SCOPE OF THE POSITION**

Marino Institute of Education (MIE) wishes to appoint an Administrative Officer in the Registrar's Office on a permanent, fulltime basis. Working as part of a team and under the general direction of the Assistant Registrar and the Registrar/Vice President of Academic Affairs, the Administrative Officer will be responsible for key areas of the Registrar's Office, including timetabling, data collection and analysis, updating the website, minute taking and organizing graduation celebrations. They will work through the medium of Irish and English. Their role is guided by the Institute's Strategic Plan, mission statement and guiding principles.

The ideal candidate will have experience in and knowledge of working in the student services or a related area in a higher education environment. The person will be expected to work with others in order to provide a high quality service for students, staff and other stakeholders of the Institute. The person will require excellent judgement and decision-making skills, have strong drive and commitment to deliver effective results and the ability to deliver change.

**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:

- Evidence of qualification to a minimum of graduate degree (NFQ Level 8) or professional qualification to an equivalent level
- Evidence of at least one year's experience in a relevant role
- Knowledge of the mission and strategy of Marino Institute of Education
- Inniúlacht sa Ghaeilge

### **Desirable Criteria**

- A level 9 degree (masters) in a related area.
- Proven experience of administering/managing policies and procedures in a higher education environment or similar
- Evidence of ability to work collaboratively as part of a team and supportively with a wide variety of internal and external stakeholders, and to motivate others to meet project goals
- Evidence of strong organisational skills with the ability to problem solve and operate flexibly within a busy office, be prepared to shift focus as necessary and work to tight deadlines while maintaining quality
- Evidence of strong analytical skills with the ability to assimilate, analyse and evaluate large quantities of information from various sources

### **Core Competencies of the Role**

The core competencies for this role include:

- Ability to collate, analyse and present statistical data
- Compiling a wide range of data to create timetables
- Organisational ability to coordinate large-scale events
- Minute-taking skills
- Website editing in English and Irish
- Management & delivery of results
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development
- Drive and commitment to public service values

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

## **2. JOB DESCRIPTION**

### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Assistant Registrar and the Registrar/Vice President of Academic Affairs, to whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the Registrar/Vice President of Academic Affairs, to the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

## **Duties and Responsibilities**

- Assist in responding to incoming emails to [registrars@mie.ie](mailto:registrars@mie.ie), especially those through the medium of Irish by promptly responding or forwarding to the appropriate person
- Take minutes at meetings and store them in an accessible format and location
- Assist with the preparation and management of documents required for meetings and presentations as needed.
- Prepare timetables for students on each undergraduate, and PME programme each semester
- Analyse key data using data available on MAESTRO (and advising where additional data needs to be collected) in order to provide statistical information about students and recent graduates (e.g. progression, retention and graduation rates, patterns of examination results, destination post-graduation)
- Production of an Annual Operating Statement with extensive information on progression and completion rates; patterns of results; subgroups of students (including HEAR, DARE, mature)
- Organising MIE graduation ceremonies – planning with relevant people to ensure that graduation celebrations in MIE flow smoothly and effectively
- Website maintenance (English/Irish) and updating. This will include building content for the Registrar's Office (including Quality) and uploading details of upcoming course entry
- Translating documents for Registrar's office staff (e-mails, responding to queries, prospectus, handbooks)
- Assist with promotion of MIE including at Higher Options and Open Days.
- Invigilating examinations
- Archiving hard copies of exam results each year.
- Represent the Registrar's Office at internal or external meetings as required.
- Undertaking such other related duties as may be assigned from time to time.
- Supporting the administration of examinations

In each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

## **3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.**

### **Method of Selection for Recommendation**

A shortlisting of applicants will occur 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 a 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.

A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.

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 a 4 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 6 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.

### **Essential Training**

The successful applicant will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

### **Salary**

The current annual salary scale: €44,932 - €56,271 (9 point scale).

### **Making of Applications**

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to [careers@mie.ie](mailto: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 Friday 05 April 2024. 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.*