

# **International Study Abroad Officer**

## **0.5 FTE Appointment**

### **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 International Study Abroad Officer on a three year fixed term basis initially at 0.5 of a Full Time Employee with the possibility of an increase in hours after Year 2. This is an internal competition and the position is open to existing MIE staff.

The overall objective of this role is to provide high quality support to international students recruited to MIE before, during and after their time at Marino. The role will be based in the Education Office and will entail the provision of support for all stages of the international student journey at MIE, from marketing and recruitment, registration, arrival and orientation, induction and participation in their chosen tuition and placement options, and participation in student experience events. In summary, the person appointed will be an advocate for International Students across the Institute and with our external partners.

**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:

- At least 2 years' experience in education or similar environment
- An understanding of international student welfare needs
- An understanding of the importance of intercultural communication and diversity awareness
- High quality oral, written and online communication skills, e.g. reports, email, marketing material, online meeting platforms
- Experience in coordination of meetings, preparation of agendas and minute taking
- An understanding of academic programme delivery and academic regulations
- A confident and service-focussed demeanour
- The ability to foster and maintain relationships and to work with a diverse range of people within the Institution
- Excellent organisation skills with the ability to prioritise work and to meet strict deadlines

- Ability to work on their own but also a team player with clear evidence of self-motivation, with an ability to work under pressure as part of a constantly changing working environment
- Excellent IT skills and an understanding of IT as a driver of efficiency;
- A very high standard of accuracy and attention to detail
- Excellent people skills

### **Desirable criteria**

- An undergraduate degree
- Flexibility with working hours
- Experience of either studying or working abroad
- Knowledge of international higher education, particularly USA Study Abroad and Erasmus+ programmes
- Experience in managing external partnership building
- Demonstrable ability to work with web technology
- Experience of spreadsheet applications and database software
- Knowledge of GDPR

**Candidates must clearly indicate in their applications how they meet each of these prerequisites.**

## **2. JOB DESCRIPTION**

### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of their line manager, to whom they report, and to whom they are responsible for the performance of these duties in the first instance. The appointee will report through the line manager 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**

Specific responsibilities will align with the student journey and include but will not be limited to:

### **Marketing and Recruitment**

- Manage and maintain up-to-date online content and messaging aimed at international students across all relevant channels
- Support the recruitment campaigns as required
- Contribute to the management of relationships with international partner institutions as required

- Respond to and assist with any issues that arise during the application process
- Collation of student testimonials for evaluation and marketing purposes

### Arrival, Registration and Orientation

- Ensure arrival arrangements for international students are in place
- Liaise with the Education Office/Registry and IT Departments in the registration process for international students to ensure that they are registered correctly and have accounts created for access to Moodle, wifi and other relevant IT systems, on arrival into Marino
- Organise transport to/from the airport as required
- Organise a comprehensive induction and orientation programme to all international students
- Assist international students to acquire and retain their visa to study in Ireland
- Liaise with Accommodation team on behalf of international students

### Tuition and Placement

- Assist international students to finalise their timetables and to familiarise themselves with their designated teaching locations around the campus
- Liaise with the Placement team in MIE to ensure that arrangements for placement for each Semester Abroad student are in place in specific primary schools; ensure that transport arrangements to and from these schools operate successfully
- Management of all end of semester transcripts and records

### Student Experience

- Ensure social and cultural activities are arranged that will have a positive impact on international student experience while at MIE, both on and off campus
- Provide links to Student Services to ensure access for international students to services such as Counselling, Chaplaincy, Library and other areas as required
- Facilitate international student access to Clubs and Societies in MIE and TCD as required.

### General

- Manage the communication process with international students to ensure that they are included in all messaging in relation to academic and non-academic affairs relevant to international students.
- Record management for the MIE study abroad programme

### Occasional Duties

- Attend meetings and provide secretariat support as required, including minute taking
- Act as a point of contact for students and staff and direct queries to the appropriate channels
- Draft and proofread documents
- Reception cover as required
- Participate in invigilation of examinations
- General administrative tasks

Note: This is a broad role which encompasses desk-based work and a student support role which will require the successful applicant to be flexible in their hours and place of work.

It should be noted that 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 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 an 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.

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 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 FTE salary scale: €30,750 - €50,350

### **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 24 March 2023**. 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.*