



*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.

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

### **Office Assistant in the Registrar's Office**

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

Marino Institute of Education (MIE) wishes to appoint an Office Assistant in the Registrar's Office in a permanent capacity.

The Registrar's office is responsible for key areas in the Marino Institute of Education, including Access, Student Recruitment and Admissions, Examinations, Student Records, Student Engagement, Student Welfare and Quality Assurance. As a team we endeavour to deliver a very high standard of service/support to our students and MIE staff. We are currently looking for an energetic and enthusiastic temporary office assistant to join our team.

The office assistant will work across all of the areas of responsibility of the Registrar's Office as required, completing a wide range of administration duties to support the team and ensure the smooth running of the office. Although prior relevant experience will be a distinct advantage, the position may also suit someone who is interested in the area, who is flexible and willing to learn.

**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, candidates will require:

- A third level degree

- Excellent IT skills and an understanding of IT as a driver of efficiency; experience of spreadsheet applications and database software etc. Experience of website maintenance is desirable but not essential.
- Excellent organisation skills
- A high standard of accuracy and attention to detail
- Strong communication skills, both oral and written
- Inniúlacht sa Ghaeilge – competence in Irish.
- Ability to handle personal sensitive confidential data in a confidential, discreet and respectful manner

**Candidates must clearly indicate in their applications how they meet each of essential qualifications and skills.**

## **2. JOB DESCRIPTION**

### **Reporting Relationship**

The person will report to the Assistant Registrar.

### **Overall**

The person will work across all areas of responsibility in the Registrar's Office, including Access, Student Recruitment and Admissions, Examinations, Student Records, Student Engagement, Student Welfare and Quality Assurance.

### **Communications**

- Act as first contact for all incoming emails to [registrars@mie.ie](mailto:registrars@mie.ie) by promptly responding or forwarding to the appropriate person.
- Be responsible for post:
  - collect post from Reception each morning;
  - deliver post to Reception at 4 pm each afternoon
- Deal appropriately and efficiently with communications, queries, callers or visitors to the office
- Organise mailshots
- Update Office noticeboard
- Arrange meetings – face to face and virtual
- Assist with the preparation and management of documents required for meetings and presentations
- Take minutes at meetings
- Respond to queries through the medium of Irish
- Informally translate to Irish oral and written communications for office colleagues
- Assist with making updates to the Registrar's office website pages as required

### **Access**

- Assist the Access Officer in organising induction for new students. This includes work in assisting with administration in the areas of the HEAR and DARE access programmes, the Student Assistant Fund, the 1916 Bursary and other disability services.

### **Admissions**

- Input data at specific times of the year e.g. Garda vetting
- Campus tours: take visiting students on a walkabout when requested
- Help with the preparation of Higher Option Days
- Help with preparation for Open Day (including inviting current students to participate) and with running of the day. This is typically held on the third Saturday of November.

### **Examinations**

- Organise stationery for the office including answer booklets for written examinations
- Prepare materials for each exam centre
- Prepare exam centres before exams i.e. seat numbers and posters in the centre and display lists outside
- Assist with invigilation of exams
- Clear up after exams (remove seat numbers and posters and displays)

### **Student Records**

- At registration and re-registration of students, help with managing the queues and collecting the consent forms.
- Filing

### **Student Engagement and Welfare**

- Assist in the planning and delivery of induction programmes for new and returning students

### **Quality**

- Assist the Quality Officer in recording policy and related documentation.
- Assist the Quality Officer with Quality Review visits

### **Other**

- Provide cross cover as and when required for administration in the office
- Support and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient environment.
- Undertake other duties as required by the Assistant Registrar and Registrar from time to time in accordance with the needs of the Institute

The above Job Description is not intended to be a comprehensive list of all duties involved. The post holder may, from time to time, be required to perform other duties as appropriate to the post and to contribute to the development of the post.

### **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 language competence 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.

An interview will be conducted and a brief presentation may be required. The interview will be conducted by a panel consisting of not fewer than three persons, comprising the most suitable and qualified people to assess applicants for the position. The interview panel's recommendations for appointment of the successful applicant for the post will be submitted to the MIE Governing Body for their consideration and decision. All appointments to employment at MIE are made by the Governing Body.

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

Candidates may be required to take an oral Irish examination.

#### **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: €28,500 – €46,975

#### **Making of Applications**

##### **To Apply:**

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 Wednesday 6 July 2022. 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.*