

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 position of

Student Engagement Administrative Officer in the Registrar's Office

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Purpose of Role

The registrar's office performs essential duties in relation to the smooth running of the Institute. The work of the office covers student engagement, admissions, student records, quality assurance, examinations, counselling and access and disability. At this time, the Institute seeks to appoint a person, who will report to the assistant registrar, and who will contribute to all aspects of the work of the office with a particular focus on student engagement.

Qualifications & Experience

- An appropriate third level degree, ideally at Masters level.
- Experience in a similar role, preferably within an academic environment, with a proven track record of achievement.
- Fluency in the Irish language is desirable

Skills & Competencies

- Have excellent communication skills both verbal and written
- Be familiar with student engagement policy and support frameworks
- Understand ways of promoting student engagement in college life
- Possess excellent technology skills and an understanding of information technology and social media as drivers of engagement
- Demonstrate a very high standard of energy and enthusiasm with creative ideas about student engagement
- Work on one's own initiative

- Be a team player with clear evidence of self-motivation
- Operate flexibly within a busy office and be prepared to shift focus as necessary
- Have excellent organisational skills, including the capacity to prioritise tasks effectively and meet strict deadlines
- Strong proficiency in documenting and maintaining precise and accurate records.

2. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Head of Department, 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 Head of Department 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

Induction

- Organise and coordinate induction for PME and Undergraduate students
- Initiate a peer-to-peer mentoring programme for students

Promoting Awareness of the Institute

- Coordinate and represent the Institute at Higher Options
- Plan and coordinate college Open Days (in person and virtual)
- Offer in-person and virtual presentations for schools about MIE
- Manage and coordinate the MIE scholarships, including acceptance of applications, chairing of selection committee, organising the awards ceremony.
- Plan for and coordinate promotion of all undergraduate and postgraduate courses including online and print marketing, information sessions, new promotional videos
- Support the preparation of the prospectus
- Arrange campus tours for prospective students

Communications

- Manage relevant MIE social media accounts
- Post content to website and update content

Student Union Support

- Support the sabbatical Student Union President in what is a new position in 2023.

- Communicate with Students' Union on a weekly basis to provide support for managing the budget and student initiatives & events (i.e. student elections, event prizes, fundraisers, etc)
- Organise staff student liaison meetings
- Work with relevant departments, organisations and staff members to manage an Induction and training process for new Student Union representatives
- Support the Students Union in developing a schedule of social, sporting and cultural activities

Student Engagement and Student Survey

- Identify student needs and work with colleagues to develop services/responses which promote student success
- Plan and coordinate the college's involvement in StudentSurvey.ie to maximise participation
- Analyse and lead the response to results of StudentSurvey.ie
- Work with relevant staff, departments and organisations to promote student engagement in all MIE initiatives e.g. STER, DICE, Sustainability.
- Represent MIE on external student-engagement-related forums (e.g. Student Survey)
- Sit on relevant groups including the Student Partnership Working Group and Meitheal.
- Commence live stream concerts, recitals and further online possibilities
- Support students in the development of new clubs and societies
- Develop a schedule of social, sporting and cultural activities for staff and students
- Manage the MIE Alumni Network registration list
- Build on international student integration approaches to include part-time, mature, international and postgraduate students
- Recruit students to participate in sexual consent and bystander workshops
- Act as a point of referral for students and signpost them to relevant supports and services.
- Discuss new ideas for student engagement with your department head.

Equity and Diversity

- Serve as co-chair of Dublin Learning City PATH initiative
- Audit the current provision for diversity
- Facilitate cultural events that recognise diversity
- Work on the diversity and inclusion committee (staff & students)
- Work towards establishing MIE as a Campus of Sanctuary through internal activities
- Identify integration initiatives for all students
- Promote diversity of student representation

Internationalisation

- Sit on the International Committee representing the Registrar's office

- Liaise with the international office in relation to outgoing and incoming students, ensuring that members of the Registrar's office team are kept informed about any developments.

General Duties

- Assist with registration of new and continuing students
- Invigilate exams
- Promote awareness of and knowledge about the Institute through school visits, campus tours for prospective and new students, attendance at higher education events, and attending and assisting with open day
- Help with mass mail shots to students
- File and archive documents electronically and in hard copy
- Attend departmental meetings, staff meetings and other relevant meetings
- Assist with data entry for Garda vetting
- Assist with induction week for incoming students
- Support and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient environment.
- 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.

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 each 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.

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 the initial interview.

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

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 €44,182- €58,800

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 Friday 10 Month 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.