

## **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.

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

### **ASSISTANT EXAMINATIONS OFFICER 0.7 FTE 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 experienced administrator to the role of Assistant Examinations Officer on a permanent, 0.7 FTE basis.

The Registrar's Office performs essential duties in relation to the smooth running of the Institute. The Academic Affairs section of the Registrar's Office is responsible for the maintenance, integrity and accuracy of student records throughout the student lifecycle; from initial enrolment to graduation and beyond. Admissions, examinations, quality, student records, data management and office administration reside in Academic Affairs. The section works effectively and efficiently due to a dedicated team, each with their own area of responsibility, knowledge and expertise who work collaboratively across the different functions as necessary.

The Assistant Exams Officer role is central to the planning, coordination and administration of the examinations process. The post holder will ensure that examinations are conducted in a fair, consistent manner, in adherence to MIE's established academic rules and regulations and quality assurance standards. The role requires a candidate with excellent organisational skills and accuracy, strong interpersonal skills and the ability to manage multiple competing deadlines. The person will work alongside the Exams Officer and other members of the Registrar's Office team.

**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:

- a) An appropriate third level degree, preferably at Masters level
- b) A minimum of 3 years' experience in a similar role, preferably within a higher education or comparable environment
- c) High quality oral, written and online communication skills e.g. report writing, record keeping, email, presentations and online meeting
- d) An understanding of academic programme delivery and academic regulations
- e) The ability to foster and maintain relationships and to work with a diverse range of people within the Institute
- f) Experience of planning, coordinating and implementing projects
- g) Excellent record keeping and report writing
- h) Excellent organisation skills with the ability to prioritise work and to meet strict deadlines
- i) 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
- j) Excellent IT skills and an understanding of IT as a driver of efficiency
- k) A high standard of accuracy, attention to detail and discretion
- l) Excellent people skills and experience of working across teams

Desirable Criteria

- a) Flexibility with working hours
- b) Knowledge of the Irish language

**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, 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 Registrar and Vice President for Academic Affairs (RVPAA) and/or such other MIE officers as the RVPAA 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**

## **Examinations Planning and Scheduling**

- Develop, maintain and circulate a comprehensive calendar of key dates and deadlines for all assessment related activities, throughout the academic year
- Prepare and publish examination and invigilation timetables across all examination sessions and student cohorts
- Liaise with Academic Heads of Departments and Course Leaders to gather and confirm examination requirements and specific needs
- Liaise with Conferencing in relation to the booking of appropriate examination venues
- Oversee the set up of the examinations rooms for each session, including seat plans, exams information folders, signage, stationary
- Delegate appropriate exam related tasks to the Office Assistant such as, the copying of exam papers, liaising with external examiners, creation of class lists, room set up and dismantling etc.

## **Student Records**

- Work with Records Officer in relation to generation of exam numbers on MAESTRO (MIE Student Records System)
- Respond to exam and assessment related queries from students
- Process and verify student absences from assessment, including the recording of medical or Ad Mis documentation to support an absence
- Liaise with the Access and Disability Liaison Officer in relation to exam accommodations for students registered with the Disability Service
- Process suspected breaches of Academic Integrity
- Manage the appeals process as per the appeals policy and procedure

## **Training and Communication**

- Provide training and written guideline for first time invigilators
- Plan and deliver information sessions in relation to the examination process in MIE, to first year students and other students, as appropriate
- Maintain clear and accessible template, guides and FAQs for students and staff relating to examinations
- Update the exam information folders, ensuring the information is appropriate to the venue

## **Quality Assurance & GDPR**

- Ensure that all examination processes and procedures are conducted in accordance to MIE rules and regulations, appropriate academic policies and where applicable professional accreditation requirements
- Contribute to the review and development of examination-related policies and procedures, identifying areas for improvement and refinement

- Support audit and quality assurance activities relating to the examinations function as required
- Keep abreast of sector-wide development and regulatory change relevant to examinations administration
- Manage the secure handling, storage and disposal of examination related documentation as per MIE Records Retention Policy

#### **External Examiners**

- Provide external examiners with assessment material to review and approve
- Act as primary point of contact for external examiners, facilitating their access to exam scripts, grades and relevant documentation
- Coordinate the logistics of external examiners visits, including scheduling, travel and accommodation arrangements
- Maintain a register of external examiner appointments and their term of office

#### **Examination Results Processing and Court of Examiners**

- Work with the Assistant Registrar relation to the management and collation of end-of-semester exam results recorded on MAESTRO
- Work with the Records Officer in relation to the release of examination results, ensuring that all communications received by the student through MAESTRO is accurate
- Attend Court of Examiners as secretary, taking accurate and comprehensive minutes and recording all decision and recommendations
- Follow up on all actions arising from Examinations Boards, including communicating decisions to relevant departments/faculty and students

#### **Other**

- Participating in student recruitment events, such as Open days, Tasters and Tours,
- Assisting with orientation and registration of new students
- Representing MIE at external events, if required

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.

Interviews will be conducted by a panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified available 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.

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

### **Probationary Period**

The Employee's employment shall initially be subject to a probationary period of six months. The Organisation reserves the right to extend this probationary period on an exceptional basis at its sole discretion subject to a maximum period of eleven 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; €24,650 or €36,932. (12 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 (D09 R232)

**Completed applications must be received by 4.00pm on Monday 22<sup>nd</sup> June 2026. 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.*