

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:

International Foundation Programme Administrator – Education Office (Maternity Cover)

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 Foundation Programme (IFP) Administrator for a fixed term specified purpose contract, commencing September 2026 to June 2027.

Purpose of Role

The IFP Administrator will support MIE's International Foundation Programme through the administration of the programme, as well as acting both as a point of contact for student queries and as a liaison between the Institute, international students and external stakeholders. The Professional Services Support staff carry out their duties under the general direction of the Education Office Lead.

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:

- Appropriate third level degree
- A minimum of 2 years' experience in a similar role, preferably within an academic environment with a proven track record of achievement
- Proven IT skills, including a high degree of proficiency in MS Office
- High quality oral, written and online communication skills, e.g. reports, email, marketing material, online meeting platforms

Skills & Competencies

- Demonstrate a very high standard of accuracy with attention to detail in all aspects of work
- An understanding of academic programme delivery and academic regulations
- Be a team player with clear evidence of self-motivation
- Demonstrate an ability to work to tight deadlines and to manage, prioritise and complete a variety of tasks under pressure
- An ability to interact constructively, efficiently and effectively with students, staff and external stakeholders of MIE
- An ability to deal discreetly with highly confidential information
- A willingness to operate flexibly and be prepared to shift focus as necessary
- An understanding of international student welfare needs and the importance of intercultural communication and diversity awareness

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 Education Office Lead, 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 Education Office Lead to the IFP Programme Coordinator and 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

- Act as a point of contact for students and staff and direct queries to the appropriate channels
- Attend meetings and provide secretariat support as required, including minute-taking
- Prepare student status letters for bank accounts, Garda immigration registration, and re-entry visa applications
- Provide administrative support to lecturers including collating student attendance data.
- Liaise with Registrar's Office regarding relevant programme matters, including class lists, assessment and attendance
- Provide cover at the reception desk
- Participate in invigilation of examinations

- Contribute to events included on the Institute annual calendar such as Open Day and induction week
- 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 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 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 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.

Salary

The relevant annual salary scale is €35,297 - €52,238

Making of Applications

Application by Cover letter and CV only (no special application forms are supplied), by email to careers@mie.ie

**Completed applications must be received by 4.00pm on Wednesday 09 September 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.