

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

Teaching, Outreach and Engagement Librarian

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) is seeking a proactive Teaching, Outreach and Engagement Librarian to join the team at MIE Library, located in the heart of Griffith Avenue. The mission of the Library is to empower its members' personal, educational, and professional growth through a range of services, technologies, collections, and staff who support the teaching, learning, and research objectives of the Institute.

The appointed candidate will collaborate with colleagues across teaching, systems, and user services to deliver inclusive, student-centred learning experiences and to raise the visibility and impact of library services through effective outreach and communication. A key focus of this role will be to increase student engagement with the library through relevant, creative, and responsive activities and communications. As part of a close-knit and supportive team, they will develop teaching and outreach initiatives that promote learning, foster connection, and contribute to a vibrant academic community.

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):

- A postgraduate qualification in Library and Information Science from a Library Association of Ireland-accredited programme (or equivalent).
- At least two years' relevant experience in an academic or research library, including experience in outreach, teaching, communications, or research support.
- A strong understanding of the role of academic libraries in supporting learning, teaching, and research, and awareness of the wider information landscape in higher education.
- Excellent communication and interpersonal skills, including experience in designing and delivering instruction or training, and in writing or presenting for varied audiences.
- Strong digital literacy and IT skills, with a practical approach to using technology to enhance services and user engagement.
- Demonstrated ability to build partnerships with academic departments, student services, or other campus groups.
- Proven capacity to work both independently and collaboratively within a small, service-oriented team.

Desirable qualifications and experience:

- Cumas feidhmeannach sa Ghaeilge.
- Proficiency with research databases and citation management tools.
- Familiarity with scholarly publishing, copyright, and library teaching best practices.
- Knowledge of the Irish education system and the teacher education continuum.
- A demonstrable commitment to continuing professional development.

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 Head of Library Services 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 Head of Library Services 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

The Teaching, Outreach and Engagement Librarian will be responsible for:

Library outreach and communications:

- Leading on library orientation, workshops, and events.
- Enhancing the library's outreach efforts to promote library resources, services, and events.
- Creating and maintaining the library's physical displays and online guides to resources to exploit and promote new and existing collections.
- Promoting and marketing the profile of MIE Library, both internally and externally, using a range of technology and approaches, including social media, conferences, college open days, and publications.
- Participation in departmental meetings, committees and working groups where appropriate to understand and support the academic and strategic goals of the departments and schools.

Information literacy instruction:

- Developing, facilitating, and assessing information literacy sessions for students, faculty, and researchers to enhance their research skills and understanding of library resources, both face-to-face and online.
- Designing, creating, and maintaining online tutorials, instructional materials, and research guides to support information literacy and research competencies in collaboration with other departments and library colleagues.
- Offering one-on-one consultations for in-depth research support and guidance.
- Assisting students, faculty, and researchers in conducting effective and comprehensive research, including database searching, citation management, and access to specialised resources.
- Engaging in ongoing liaison with academic departments and faculty to ensure that library instruction aligns with the curriculum and research needs of the institution.

Collection development:

- Collaborating with library colleagues to select materials that support the curriculum and research needs of the academic community.
- Contributing to regular assessment and evaluation of the relevance, diversity and currency of library collections.

Administrative duties:

- Assisting patrons at the desk with queries relating to use of the physical and digital resources and facilities.
- Available to work scheduled evenings and occasional Saturdays as required during the academic year.
- Assisting in the management and mentoring of Library Assistants and/or Student staff.
- Any other appropriate duties as specified by the Head of Library Services

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.

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 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 annual salary scale is at the Assistant Librarian level; €46,840- €64,923 (01 August 2025)

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
D09 R232.

Completed applications must be received by 4.00pm Thursday 14th August 2025. 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.

Marino Institute of Education is an equal opportunities employer.