

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

Career Advisor (1 Day per week) 24 Month Fixed Term Contract

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 a Career Advisor to provide careers advice to students. This is a new role to support students in various aspects of decision making related to their future careers. The role involves one-to-one advice, group advice sessions and workshops on specific topics (e.g. creating a CV, preparing for an interview). The advisor will complement other supports provided to students in Marino Institute of Education, including academics, tutors, administrators, and support services health, disability, chaplaincy, student engagement officer, access, wellness team etc. in order to provide a coherent and consistent approach to student wellbeing and to support the MIE Strategic Development Plan [MIE Strategic Plan - Marino Institute of Education](#). The ambition is to inspire in our staff, students and alumni a commitment to social justice, inclusion, sustainability and transformation in education settings, partnering relationships and the broader educational landscape.

Essential Qualifications & Skills. In order to be considered, applicants must clearly demonstrate that they possess the following essential requirements.

Qualifications and Registration

- a) Have a guidance counselling qualification that is recognised by the Department of Education

- b) Be a member (or be eligible to be a member) of the Institute of Guidance Counsellors or the Association of Higher Education Careers Services.

Experience

- At least three years post-qualifying, relevant work experience.
- Record in providing people with advice, information and guidance, in both one-to-one and group settings, to help them make choices about their education and career.
- Competency in Microsoft Office packages and ability to use data management software
- Team work, consultation and liaison skills.
- Facilitation skills, e.g. groups, workshops, training and outreach.
- Solid organisational skills and or project management skills.
- Experience of using social media to provide supports for clients is desirable.

Skills

- Adopt an empathetic, patient, holistic and non-judgmental approach.
- Work autonomously and manage caseload.
- Maintain confidentiality.
- Be familiar with relevant technology.
- Demonstrate strong observation and listening skills.
- Relate appropriately to college students.
- Know academic programmes offered by MIE and other higher education institutions.
- Show strong knowledge of education-related careers, in both formal and non-formal settings.
- Demonstrate a commitment to best practice, quality service standards, ongoing professional development and research.
- Be able to motivate others.
- Be enthusiastic, imaginative, flexible and able to adapt to change.
- Show commitment to an ethos of service to students and staff.
- Able to work on their own as well as on a team.
- Ability to work through the medium of Irish (desirable)

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

2. JOB DESCRIPTION

Reporting Relationship

The appointee will be required to carry out the duties attached to the post, under the general direction of the Registrar, to whom she/he will report and to whom he/she will be responsible for the performance of these duties in the first instance. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

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Duties and Responsibilities

The duties include the following:

Job Applications

- Provide help and advice in a range of ways including individual guidance meetings, workshops, mock interviews and presentations (held in person or online).
- Prepare handouts or online supports for students on careers advice and action plans.
- Support students in creating a CV that showcases their specific attributes for employers.
- Help students compose cover letters to accompany job applications
- Prepare students for interviews.
- Develop and compile digital resources for students who are applying for jobs.

Career Guidance

- Meet individually with students who are unsure about their choice of course/career and outline options available to them.
- Invite speakers to address students on topics relevant to careers in education.
- Provide guidance for students on professional use of social media.
- Identify postgraduate study options in Ireland and abroad that students may later consider.

Service development and Administration

- Monitor the jobs market for developments that may impact on graduate employment and advise students accordingly.
- Collect statistics on students' first destination following graduation.
- Administer/Manage and develop the administration of appointments through emails, online bookings and drop-ins.
- Assist with the development and updating of relevant policies and procedures for the Institute.
- Contribute to the production of annual/ other reports and quality and accreditation reviews as required.

Compliance with Best Practice & Health and Safety

- Work within the Guidelines of the MIE Student Counselling Services and the ethical guidelines of the Institute of Guidance Counsellors and the Teaching Council.
- Adhere to MIE policies and procedures.

- Comply with all legal and statutory requirements, with particular reference to Children First and vulnerable adults, the Data Protection Acts 1988-2011, The Freedom of Information Acts 1999-2014, Health & Safety etc
- Ensure anti-discriminatory practice and cultural competence at individual and service levels and promote a culture that values equality, diversity and respect.
- Be aware of and apply Health & Safety Policies, relevant legislation, regulations and standards.

Other

- Be flexible and be available to meet with students at times they are not in class (e.g. lunchtime, early morning or late afternoon)
- Undertake other relevant duties as assigned by the Registrar.

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 applicants' 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 and a minimum of two references.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6 month probationary period. 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

The successful applicant will 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: €10,000 (annual salary for working one day per week)

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 5.00 p.m. on Friday 17 November 2023. Late applications will not be accepted.

Informal enquiries to Dr Seán Delaney, Registrar and Vice President (Academic Affairs):
sean.delaney@mie.ie.

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