



INTERNATIONAL RELATIONS EXECUTIVE (2 Permanent, Full Time Posts)

GENERAL JOB SPECIFICATION Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's menu of educational programmes expand across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in twelve undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

Mary Immaculate College wishes to fill two International Relations Executive positions on a fulltime, permanent basis.

The International Office facilitates exchange agreements, establishes institutional linkages and coordinates externally-funded international projects and programmes. It plays a key role in the development of relationships between MIC and potential partners, nationally and internationally. Potential partners are institutions or organisations whose mission is broadly consistent with the mission of the College. External relationships may be strategic, academic, and/or collaborative, and will involve the reciprocal exchange of knowledge, staff/student exchanges and other joint activities. Within the ever-changing landscape of international higher education, this position meets the needs of international students coming to MIC for short-term, faculty-led programmes as well as semester-long and full-degree programmes.

The appointees will play a key role in the internationalisation of the College. The appointees will have responsibility for a wide range of duties relating to the functioning of the International Office, including recruitment of international students, supporting their student experience and the coordination of their various programme activities, both cultural and academic. The appointees will be required at times to represent the International Office and to report on visits made to other institutions and on meetings attended in a timely and

comprehensive manner. As well as working normal office hours, this post will require flexibility to undertake international travel as well as evening work and weekend work at least twice every five weeks to support the delivery of International Office services.

One appointee will handle all student queries, administer available accommodation, oversee arrivals, Orientation, programme selection, the implementation of a 'buddy system' and a programme of events for international students throughout each semester. The successful candidate will represent MIC on ICOS, the national international student advocacy body, and will engage with Student Affairs Ireland. The other appointee will assist with the administration of outgoing exchange (both EU and non-EU) as required.

The successful candidates should have a positive, goal-oriented and enthusiastic approach to the range of tasks associated with providing programmes for international students at MIC and international programmes for MIC students. The appointees must have the ability to interact constructively, efficiently and effectively with staff and external clients of the College in a very discreet and confidential manner.

Essential Qualifications, Experience & Skills:

1. (a) A relevant qualification at level 6 or higher on the National Qualification Framework **and** a minimum of 2 years relevant experience in either a marketing, communications or customer-focused setting, preferably in a higher education administrative setting;
or
(b) A minimum of 5 years' relevant experience in either a marketing, communications or customer-focused setting, preferably in a higher education administrative setting;
2. Clearly demonstrated experience of using own initiative to solve problems in a positive and proactive manner;
3. Excellent interpersonal skills, with clearly demonstrated experience of developing networks and collaborations with other organisations;
4. Demonstrable ability to work effectively and constructively within an established team environment;
5. Proven administrative and organisational skills with the ability to manage, prioritise, and complete a variety of tasks under pressure and within deadlines;
6. Ability to undertake work related travel, including international travel (minimum 1 week's per semester), and a high degree of flexibility in regard to work practices and working arrangements;
7. Proven IT skills, including a high degree of proficiency in Word, Excel, PowerPoint and Microsoft Teams, as well as experience of marketing through various social media platforms;
8. Have knowledge and sensitivity to cultural issues and experience of dealing with international organisations / individuals;
9. An empathetic disposition and student-focused approach with a willingness to be flexible in the provision of support to students particularly in situations requiring a sensitive and timely response;
10. Advanced verbal, written, and presentational communication skills, as well as excellent report writing ability;
11. A full driving licence.

It is desirable that the appointee will also have:

12. A working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels;
13. People management skills and experience;
14. Linguistic skills e.g. in Spanish, Portuguese or Chinese.

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.
Applications are welcome from people who have a positive outlook to Irish.*

Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post under the general direction of the International Office Manager, to whom they report in the first instance, and to whom they are responsible to for the performance of these duties in the first instance. The appointee will also report to the Director of International Engagement.

The appointee also will report through the Director of International Engagement to the College President and/or to such other College Officers as the President may designate from time to time. The appointee will liaise with the Deans of Arts and Education, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

The reporting relationship is subject to review and may be altered from time to time, in line with service needs and developments in the College

General Duties and Responsibilities

- Assist in the ongoing development of the College's internationalisation according to the Internationalisation Strategy (2019-2023);
- Assist in the promotion of MIC's programmes, aimed at enhancing the College's international identity and profile;
- Assist in developing the College's relationships with Education in Ireland, Government departments and other relevant agencies;
- Assist in implementing contracts for international services, memoranda of understanding and agency agreements;
- Assist in identification, securing and administration of funding streams for the further development of international collaborations;
- Represent MIC at events/meetings as required by the Director of the International Engagement, reporting back any outcomes to the Director and the team;
- Provide comprehensive support to the Director of the International Engagement and other team members in regard to the day-to-day operations of the International Office.

Duties particular to the appointee responsible for inbound students:

- Coordinate administrative support required to maintain the Office's 'Outstanding International Student Satisfaction' ratings. This includes timely engagement with prospective students from applications stage to admission, providing comprehensive orientation and supporting the pastoral care of international students while they are at MIC;

- Organise visits to MIC by international visitors including prospective students and parents, guidance counsellors, groups, university partners and potential partners, including timely follow-up on each of these activities;
- Plan, arrange and conduct international visits to universities and schools, recruitment fairs and conferences to represent Mary Immaculate College. This will entail a minimum of 1 week's travel per semester;
- Organise excursions and site visits and bringing tour groups on these visits, particularly over the summer months. This will occasionally involve working weekends and evenings;
- Maintain a database of contact details of international alumni and maintain contact with them through mailshots and social media;
- Further develop the 'International' section of the College's website and use other relevant tools to market the College, including social media, international magazines, online publications, etc.;

Duties and Responsibilities for appointee responsible for outbound students:

- Coordinate all of MIC's outbound student applications. This includes timely engagement with students, from providing information sessions to assisting with applications to admission at the partner university, providing comprehensive pre-departure orientation and supporting students with any follow-up administration required up to and after their return to MIC;
- Main point of contact with partners (EU and Non-EU) for outbound mobility nominations;
- Supporting students in the preparation for their semester/full year abroad or short-stay programme and assisting in the completion of each student's application to international host destination for exchange, study abroad and international traineeships;
- Advising, reviewing and assisting students on selection of appropriate modules for their semester abroad when undertaking Erasmus+ or Study abroad. Oversight of the completion of all outbound student documentation inclusive of learning agreements, student status letters, language proficiency certification, visa documentation, grant agreements, euro pass certification and any other paperwork required for each individual host;
- Assigning academic advisors to each outbound student, main point of contact for academic advisors throughout the academic year. This involves continued communication with advisors from nomination stage to the final exam board review of each student's progress;
- Operating the Erasmus+ Dashboard online platform and the Erasmus mobility tool as well as oversight of the Erasmus+ Online Linguistic Support.
- Reviewing and renewal of Inter-Institutional agreements (EU) as well as MoUs (Non-EU) with partner institutes;
- Monitoring academic progress of each outbound student throughout the semester.
- Working with MIC Placement office and appropriate departments to resolve any shortfall in students' academic or placement requirements;
- Collecting and reviewing all academic transcripts;
- Continued assistance and support for outbound students during their semester abroad regarding academic guidance, pastoral care and resolving any queries or issues;
- Plan, arrange and conduct international visits to universities and schools, recruitment fairs and conferences to represent Mary Immaculate College. This will entail a minimum of 1 week's travel per semester;
- Organise excursions and site visits and bringing tour groups on these visits, particularly over the summer months. This will occasionally involve working weekends and evenings;
- Maintain a database of MIC students who have studied abroad and work with them to promote the experience to other students, including via social media.

- Further develop the ‘Study Abroad’ section of the College’s website and use other relevant tools to promote the experience to MIC students;
- Represent MIC at events/meetings as required by the Director of the International Engagement, reporting back any outcomes to the Director and the team;
- Provide comprehensive support to the Director of the International Engagement and other team members in regard to the day-to-day operations of the International Office.

The work is broadly defined and the list of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or re-assign staff to other areas of the College in response to service needs.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee’s place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote their full-time attention and abilities to their duties during their working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, they may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College’s interests or the performance of the duties that the person has been employed for.

The appointee will not, during their tenure of office, undertake paid outside work unless they have received the permission of the Vice President Administration and Finance (VPAF) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAF. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

This appointment is subject to satisfactory completion of the standard 9 month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 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, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

Full time hours are 37 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.15pm and Friday 9am to 4.45pm with a 45-minute lunch break each day. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. Subject to College policy, the post holder may avail of “Time-Off-In-Lieu (TOIL)” or overtime where working hours exceed 37 hours per week.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

Salary

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

The grade for this post is Executive Officer. With effect from the 1st of February 2022, the annual salary scale for the grade of Executive Officer (Grossed up) is:

€32,429; €34,531; €36,527; €38,315; €40,044; €41,768; €43,454; €45,159; €46,818; €48,525; €49,658; €51,271 (LSI 1), and €52,893 (LSI 2)

With effect from the 1st of February 2022, the annual salary scale for the grade of Executive Officer (New Entrants Grossed up) is:

€29,633; €31,698; €32,429; €34,531; €36,527; €38,315; €40,044; €41,768; €43,454; €45,159; €46,818; €48,525; €49,658; €51,271 (LSI 1), and €52,893 (LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

Annual Leave

The annual leave entitlement for this grade is 25 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In

addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

Termination of Employment

At least two calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under their control when the employment is terminated.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

1. (a) A relevant qualification at level 6 or higher on the National Qualification Framework **and** a minimum of 2 years relevant experience in either a marketing, communications or customer-focused setting, preferably in a higher education administrative setting;

or

(b) A minimum of 5 years' relevant experience in either a marketing, communications or customer-focused setting, preferably in a higher education administrative setting;

- Excellent interpersonal skills, with clearly demonstrated experience of developing networks and collaborations with other organisations
- Ability to undertake work related travel, including international travel (minimum 1 week's per semester), and a high degree of flexibility in regard to work practices and working arrangements
- Proven IT skills, including a high degree of proficiency in Word, Excel, PowerPoint and Microsoft Teams, as well as experience of marketing through various social media platforms
- Have knowledge and sensitivity to cultural issues and experience of dealing with international organisations / individuals
- An empathetic disposition and student-focused approach with a willingness to be flexible in the provision of support to students particularly in situations requiring a sensitive and timely response
- A full driving licence
- A working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels (Desirable)
- People management skills and experience (Desirable)
- Linguistic skills e.g. in Spanish, Portuguese or Chinese (Desirable)

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon 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.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

Interview

A recommendation for appointment will be made by an interview board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which permanent and temporary appointments to the position of **International Relations Executive** may be filled during the life of the panel (12 months).

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

Medical Examination

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to participate in pre-employment health screening.

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 College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant.

Making of Applications

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **International Relations Executive** – no later than:

2p.m. on Friday 24th June 2022

The Human Resources Office will acknowledge receipt of your application by sending an email to the email address provided. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement of your application form within 2 working days, please contact hr@mic.ul.ie

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer.

Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

June 2022