



Academic Support Officer

(Assistant Professor/Assistant Lecturer)

GENERAL JOB DESCRIPTION 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 offerings expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fourteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral level. Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC.

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

2. CANDIDATE PROFILE AND SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint an Assistant Professor (Assistant Lecturer) Academic Support on a permanent, fulltime basis.

The Academic Learning Centre was established in 1997 with the aim of providing academic support to all undergraduate students undertaking a degree course in Mary Immaculate College (MIC). The Academic Learning Centre offers a wide range of student supports including the following services:

- Lecturing on a range of undergraduate programmes at the College, for example, Skills for Work and Study (BA) and Becoming a Student Teacher (BEd).
- One-to-one academic support and tutoring: Students are welcome to call to the ALC for one-to-one advice on all aspects of learning at third level. The ALC team is available to advise on essay writing (independent and confidential advice is given on how to improve the structure and writing style of essays and essay planning), study skills, time management and referencing.
- Working closely with students with additional needs.
- Subject-specific support in areas of critical need, namely Modern Languages, *Gaeilge* and Mathematics.

- ICT training to students where there a need for ICT to partake in academic activities of the college.

The ALC is also concerned with encouraging mature learners, whose educational experiences and opportunities in their earlier years may have been limited, to consider returning to education by promoting the various access routes available to them and providing both the Pre-University Programme (PUP) and the [Foundation Certificate for Mature Learners](#) considering embarking on third level education. These programmes are delivered on a part-time basis to facilitate those who wish to sample university-level education but who are in employment, and/or have families and other care responsibilities.

A commitment to high quality teaching and learning in a student-centred environment is important. Enthusiasm for working within a multi-disciplinary environment is essential. The person appointed must exhibit evidence of strong commitment to excellence in teaching, research and continued scholarly activity.

Essential Qualifications, Experience & Skills: (i.e. those, without which, a candidate would not be able to do the job):

- A postgraduate qualification at least at Masters level in Education, English Language Education, Applied Linguistics or a cognate area;
- Relevant experience in providing one-to-one academic support at a third-level institution, both in-person and online;
- Relevant experience in providing individualised support to a student with a disability;
- Experience in the use of various assistive technologies;
- Experience aiding students in the navigation of the various college on-line requirements, for example, setting up a college account, student email, Moodle registration;
- Experience of coordinating academic workshops in relation to academic writing;
- Evidence of delivering both synchronous and asynchronous online learning
- Excellent communication and interpersonal skills with evidence of collegial collaboration;
- Excellent organisational and time management skills with a capacity to prioritise activities, work flexibly and meet deadlines.

Candidates must clearly indicate in their applications how they meet each of the criteria specified in the application form. Candidates will be shortlisted on the basis of the information provided.

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

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post under the general direction of the ALC Co-ordinator/Director of Student Life, to whom they report and to whom they are responsible for the performance of these duties in the first instance. The appointee will also report to the President and/or to such other College Officers as the President may designate from time to time.

In addition, the appointee will liaise with the Deans of Faculties, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

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

Duties and Responsibilities

Duties pertaining to position would include, but are not limited to:

- Both One-to-one consultations (by appointment) and Drop-In Consultations/ clinics with students on critical skills needed to complete assessments, including academic writing, referencing, research methods, undergraduate dissertation preparation, study skills, assessment preparation, oral presentations and time management skills.
- One-to-one support for students with disabilities including the above and developing learning plans for the students to ensure that they meet the deadlines for academic essay assignments and projects
- Supporting students with the use of assistive technologies particular to their needs
- Supporting students in one-to-one and class environments in using technologies essential for academic success in MIC such as Moodle, Internet, the MIC Library catalogue, SharePoint Portal, Office 365 and other PC applications and as well as presenting & formatting academic work using appropriate software such as MS Word and PowerPoint
- Delivering thematic writing and study workshops for students on topics such as Structuring an Argument, Preparing for Exams and Reading for Academic Purposes
- Working with Faculty members in developing bespoke support to address the specific academic writing concerns of their students. This collaboration may result in the development of resources, materials, and workshops

The list of duties and responsibilities as detailed is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to 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.

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

Place of Work

The appointee's primary place of work will be Mary Immaculate College, St. Patricks Campus, Thurles while there may be an occasional requirement to deliver programmes on our Limerick campus. 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

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.

Apart from the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during their tenure of office, undertake paid outside work unless they have received the permission of Vice President Academic Affairs (VPAA) 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 VPAA. 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

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 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

The normal working week for a full-time employee is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

Salary

The salary scales for this grade have been approved by the Department of Education & Skills in line with Government Policy on Public Sector remuneration. The annual salary for the post may be increased or decreased in line with Government Policy on Public Sector remuneration. In keeping

with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed.

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.

With effect from 1st January 2024 the annual salary scale for Assistant Lecturer is:

New Entrant:

€51,027; €54,205; €56,463; €60,074; €63,786; €69,935; €77,918; €81,295 €84,660; €88,044; €91,404 (11 points)

Non-New Entrant

€56,463; €60,075; €63,786; €69,935; €77,918; €81,384; €84,882; €88,398; €91,889 (9 points)

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.

Annual Leave

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. 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

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.

Termination of Employment

At least **three** 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 his/her control when the employment is terminated.

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, the Department of Education, the 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.

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:

- A postgraduate qualification at least at Masters level in Education, English Language Education, Applied Linguistics or a cognate area;
- Relevant experience in providing one-to-one academic support at a third-level institution, both in-person and online;
- Relevant experience in providing individualised support to a student with a disability;
- Experience in the use of various assistive technologies
- Experience aiding students in the navigation of the various college on-line requirements, for example, setting up a college account, student email, Moodle registration;

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.

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 appointments to the position of Assistant Professor (Assistant Lecturer) Academic Support Officer may be filled during the life of the panel (12 months).

Pre-Employment Health Screening

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

Garda Vetting

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; any costs incurred in this process will be borne by the applicant.

Applicants Outside European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an

application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

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 **Assistant Professor/Assistant Lecturer - Academic Support Officer**

2pm on Friday, 7th June 2024

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. 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 within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie.

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

Canvassing will disqualify. 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 his/her 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.

May 2024