

# SEA

Student Engagement  
Associates

## Job Description 2023/24

AnSEO  
Student Engagement Office



## Are you hardworking, enthusiastic and do you enjoy working as part of a team?

AnSEO - The Student Engagement Office are looking to recruit a team of Student Engagement Associates (SEAs) who will work in partnership with students and staff across MTU with a focus on Teaching, Learning, Assessment and Student Engagement (TLASE). SEAs will work with AnSEO - The Student Engagement Office team five-time winners at the Irish Education Awards (2017, 2018, 2020, 2021 and 2022).

AnSEO - The Student Engagement Office  
Successful candidates will have the opportunity to work across our range of programmes including:

Good Start - Student Induction, EDGE Graduate Development, Le Chéile - Student/Staff Partnership, Academic Success Coaching, Navigate - Learning Development, Academic Learning Centre (ALC) and Transitions at MTU - supporting projects to enhance the student experience.

SEAs will participate in training and personal development opportunities to enhance their skills and experience. This will support completion of the EDGE award as part of the role and will help to encourage other students to engage with the EDGE framework.

To apply you must be a student in the academic year 2023/2024. Students across all four Cork campuses (Bishopstown, CCAD, CSM and NMCI) are encouraged to apply.

\*The SEA role incorporates the duties of the previous Good Start Ambassador role.

All successful students appointed as SEAs must be Garda Vetted by MTU.

### Role and Responsibilities

- Take an active role in organising initiatives and practices that promote the work of AnSEO through a number of events and activities
- Assist in the planning, promotion, roll out and clean-up of AnSEO events and activities. Liaise with students and staff on partnership projects that enhance teaching, learning, assessment and student engagement [TLASE] practices
- Create and maintain an upbeat communications campaign, including an extensive social media campaign, to reach target audiences
- Research and gather information on TLASE practices
- Carry out other duties as requested by AnSEO throughout Semester 1 and Semester 2

### Desirable skills and competencies

- Good communication, interpersonal skills and the ability to work as part of a team
- Planning, organising, time management & initiative
- Creative thinking and problem solving
- ICT – competency in using university computing systems and social media platforms
- Report writing – effective gathering of information and communication of this in written form
- Presentation skills – experience in delivering presentations
- Marketing/PR – innovative and creative with promoting the work of AnSEO
- Research - The ability to research topics related to student engagement and student/staff partnerships that would support and enhance the work of AnSEO - The Student Engagement Office

## How does being a Student Engagement Associate benefit me?

Here are some of the reasons why you should apply for this role...

**Stand out from the crowd!** Becoming a student engagement associate will make you recognisable to staff and students as a positive role model and as someone who wants to be engaged in campus life.

**Boost your CV and Upskill!** Develop the skills and competencies that employers are looking for through development workshops and training that support your professional development and completion of your EDGE award.

**Be creative and have fun while making a difference!**

We encourage new ideas, creativity, making new friends and enjoyment while in the role. Your role and impact through AnSEO activities will make a positive difference to the student experience at MTU.



## Terms and Conditions

The successful candidates may be employed part time, across the full academic year, from mid-August 2023 until June 2024 (with the possibility of working through the summer 2024), for up to 12 hours per week, except outside of term where a student can work up to 35 hours. This limit is so that you can achieve the right balance between your studies and other commitments.

Payment will be at an hourly rate of €12.37 and will be paid on the basis of completed and approved timesheets. Applicants are invited from both under-graduate and post-graduate level, however applicants must be registered as MTU students during the academic year 2023/2024. The SEA role will work to fit around your timetabled classes and schedule. Please note you will be paid a week in arrears.

Successful candidates will be provided with training by members of the AnSEO team and will be supported in achieving their EDGE award, which you can find out more about by going to [edge.mtu.ie](http://edge.mtu.ie).

MTU is committed to the highest quality standards, to continuous quality improvement and enhancement and to the creation of a quality culture.



## Contact Details:

For any enquiries regarding aspects of this position, please contact Róisín O'Grady - Student Engagement Officer [roisin.ogrady@mtu.ie](mailto:roisin.ogrady@mtu.ie)

**SEA**  
Student Engagement  
Associates

AnSEO  
Student Engagement Office

**MTU**  
Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

**HEA** HIGHER EDUCATION AUTHORITY  
AN ULIOAIRIS UIM ARD-OIDEACHAS