



Maynooth University Ollscoil Mhá Nuad

International Office Mobility & Global Opportunities Lead (AOI) (5-year Temporary Contract)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking a talented and motivated individual to join our team as the Mobility & Global Opportunities Lead. The successful candidate will increase student and staff mobility through consolidation and expansion of existing mobility programmes and identification of other, new, innovative global opportunities for staff and students, which may include non-credit bearing and/or virtual options, to provide international education opportunities for all.

Principal Duties

The successful candidate will carry out a range of duties, including but not limited to the following:

Management & Leadership

- Plan, implement, monitor, and review the annual cycle of activities, including marketing and promotion of mobility programmes and global opportunities, recruitment and selection of participants, and support prior to, during and after mobility.
- Coordinate the administrative, financial, monitoring and reporting processes of MU's mobility programmes and global opportunities.
- Establish KPIs and metrics to monitor the performance of MU's mobility and global opportunities and identify and deliver strategic interventions to improve performance where required.
- Enhance MU's offering of traditional Erasmus+ and non-EU exchange programmes through the addition of new global opportunities, including short-term mobility, blended programmes, virtual mobility, international credit mobility, and non-credit mobility, amongst others.
- Identify, shape, scope and design work packages and implementation plans for new programmes/initiatives, including budgets, milestones and external funding opportunities.
- Undertake research into best practice in mobility management, partnership management and enhancing the mobility student experience.
- Supervise the work of the members of the IO Mobility Team to achieve the above objectives.



- Take a leading role in implementing and reviewing MU's international partnerships strategy and annual operating plans in support of the IO's objectives and the wider University strategic plan.

Stakeholder Management & Support

- Coordinate a professional and comprehensive service to support a wide range of incoming and outgoing students and staff prior to, during and after the mobility period.
- Collaborate with academic departments and professional services on the design, planning, and implementation of same.
- Liaise internally with academic departments and support services, and externally with partner universities and other key stakeholders, to effectively manage MU's mobility programmes and global opportunities.
- Liaise with and assist academic staff to strengthen existing partnerships, establish new ones, and leverage partnerships to maximise opportunities for staff and student mobility.
- Coordinate and maintain formal interinstitutional agreements and partnerships required to support mobility of students and staff to and from academic partner institutions.

Administrative & other duties

- Plan and organize the day-to-day operational activities of the IO's mobility and global opportunities' function, incl. the associated administrative, financial and budgeting, resourcing and logistical, monitoring and reporting processes.
- Coordinate workloads, leave, regular individual and group meetings, and initial support for members of the IO's mobility and global opportunities team.
- Coordinate the compilation of core business intelligence and reports for relevant internal and external meetings.
- Provide updates to senior leadership and ensure that risks and issues are noted and actioned appropriately.
- Manage a project to document current processes and review them with a view to simplifying and streamlining, achieving operational efficiencies, and meeting stakeholder needs.
- Update and maintain records and information on university systems.
- Maintain data integrity standards through effective collaboration with university services.
- Other administrative and organisational tasks as may be required from time to time by the Directors of the International Office or the Vice President International.

The role will require work outside normal office hours at various times of the year. Applicants should note that holidays may not be taken during peak times (September, January, and other times, depending on assigned duties).

The ideal candidate will have:

- 5+ years of experience working in a programme management or operations role, with experience of managing international mobility programmes preferred.
- A primary degree in any discipline.
- Experience in line management and effectively managing a team.
- A proven track record in administering and enhancing multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment.
- Excellent time management and the ability to plan and prioritise tasks, meet multiple deadlines with accuracy, attention to detail and within budget.
- Outstanding interpersonal and communication skills, and the ability to develop positive working relationships internally and externally.
- Demonstrate a strong customer service focus and ability to deliver an excellent service and experience for students and staff.
- Excellent IT skills, including MS Office suite, information management systems, web-editing software, and online communication tools.



- Experience in marketing and promotion, incl. design, implementation and evaluation of promotional campaigns and events, incl. content and assets.
- Ability to work well autonomously and as part of a team, depending on the task at hand.
- Experience of working with international students/clients and multicultural environments.
- The ability to work with confidential material in a discreet manner and maintain the highest professional standards so that the reputation of the University is enhanced.

International Office

The International Office is responsible for international marketing and promotion, incoming and outgoing Study Abroad and Erasmus exchange programmes, non-EU international student recruitment, and provision of guidance and support pre- and post-entry to the University. The office has a commitment to high quality service to all the international applicants and students on campus, as well as support to Maynooth University students who wish to study abroad at one of our partner universities.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University is now acknowledged to be one of the leading young universities in the world, and in 2022 ranked # 1 in Ireland in the latest Times Higher Education (THE) Best Young University Rankings. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Principles and Values

Maynooth University is committed to the following values:

- Scholarly rigour;
- Academic freedom;
- Integrity and ethical behaviour;
- Collegiality, transparency and trust;
- Equality, inclusiveness and social justice;



- Operational excellence, organisational flexibility and responsiveness;
- Dignity, respect and care for the individual.

Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

For more information about Maynooth University's future direction, please visit:

<https://strategy.maynoothuniversity.ie/>

Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithe ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:
<https://strategy.maynoothuniversity.ie/?lang=ga>

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview may be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during January;
- The appointment is expected to be effective from as soon as possible thereafter.

Equality and Diversity

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

We aim to reflect the diversity of the community we serve and welcome applications from all individuals, in particular from people underrepresented in our workforce.



Terms and Conditions

Tenure	This a full-time, temporary post, of 5 years duration.
Salary	Administrative Officer I (2023): €55,111 – €78,632 p.a. (9 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). This can be reviewed or adjusted from time to time through national agreements.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, details of the schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	<p>Applications from non-EEA citizens are welcomed, applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p>Former Irish Public Service employees - Certain Restrictions on Eligibility</p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)



Athena
Swan
Ireland



	Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Maynooth University will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth University, then your personal data will continue to be processed in accordance with Maynooth University's Staff Data Privacy Notice.

Both the privacy notices and further information relating to data protection, including Maynooth University's other data protection policies and processes, can be viewed at <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Sunday, December 3rd 2023**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Candidates are expected to clearly address the job requirements in their application (including cover letter and CV). Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

