



# Maynooth University Ollscoil Mhá Nuad

## Admissions and Student Recruitment Office Senior Admissions Manager – SAOIV (Permanent)

### 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.

In its current strategic plan, the University has set ambitious goals for growth in student numbers. The Admissions and Student Recruitment Office manage all undergraduate and postgraduate applications to the University. The Senior Admissions Manager is a new position in the recently restructured Admissions and Student Recruitment Office (see Organogram below). Reporting to the Assistant Registrar and Director of Admissions, the Senior Admissions Manager will play a crucial role in providing leadership and operational oversight to the admissions service, contributing to the overall success and reputation of Maynooth University. They will have responsibility for the efficient management and continuous improvement of the University's undergraduate and postgraduate admissions processes (EU and non-EU) and leading the Admissions Team.

An ambitious professional, the post holder will have strategic vision and leadership prowess, with a strong background third level admissions, policies and regulations and experience in driving sustainable growth in undergraduate and postgraduate student numbers. The successful candidate will lead a team managing a substantial volume of applications from prospective undergraduate and postgraduate students.

This is a chance to play a pivotal role in shaping the future of student admissions at one of the fastest-growing universities.

### Principal Duties

#### Leadership and Management:

- Provide Leadership:
  - Lead the Admissions team (postgraduate and undergraduate, EU and non-EU) to achieve organisational goals;
  - provide support and guidance to the team; define standards of service; and



- ensure that team members acquire the knowledge and training to provide an excellent admissions service to all stakeholders.
- Manage workflow and resource allocation within the admissions team:
  - Set clear and realistic turnaround times for each stage of the admissions process;
  - use data analysis to track key performance metrics related to workflow and resource allocation.
- Peak Period Management:
  - Forecast peak periods of activity for undergraduate and postgraduate applications, e.g. key application deadlines, recruitment activities, etc.;
  - provide regular reports to leadership;
  - offer insights into workflow efficiency and any challenges faced.
- Contribute fully as a member of the Admissions and Student Recruitment management team in developing and implementing strategic and operational plans, alignment with the overall Strategic Plan.
- Lead a culture of continuous improvement within the admissions team by fostering innovation, learning, and adaptability.
- Oversee the management for admissions performance with clear, agreed and monitored KPIs to drive consistent standards and performance.

#### **Strategic Support and Admissions Oversight:**

- Strategic Alignment: Ensure the team's workflow aligns with the broader strategic goals set by the Assistant Registrar and Director of Admissions.
- Strategic Planning: Contribute to the development and implementation of strategic plans for the admissions service aligned with the university's overall goals.
- Decision-Making: Participate in decision-making processes related to admissions policies, procedures, and overall strategy.
- Operational Management: Oversee the day-to-day operations of the admissions service, ensuring efficiency and effectiveness in processing applications.
- Quality Assurance: Implement measures to maintain high standards in the admissions process, ensuring accuracy, consistency and fairness.

#### **Service Delivery and Enhancement:**

- Work to continuously enhance the effectiveness of the admissions process, by aiming for improved performance and return on investment annually.
- Contribute to the development of a suite of admissions-related policies, regulations and operating procedures (in consultation with the Assistant Registrar and Director of Admissions) which support clarity for applicants and consistent decision-making and team training.
- Foster a culture of service and innovation dedicated to delivering unparalleled customer experiences consistently.
- Collaborate closely with colleagues to ensure seamless coordination of services critical to the University's admissions and student recruitment goals, e.g. academic departments, professional service departments, undergraduate, postgraduate (EU and international) student recruitment, communications and marketing.
- Ensuring effective communication and liaisons on various admissions and registration related matters with internal stakeholders in faculties and other units.
- Undertaking any other duties or assume other responsibilities in line with the level of the post, as assigned by the Assistant Registrar and Director of Admissions.

Duties and responsibilities can change over time and other duties may be assigned by the Assistant Registrar and Director of Admissions.

#### **The ideal candidate will have:**



## Qualifications and/or relevant professional experience

- Educated to degree level – essential. A relevant postgraduate qualification is desirable.
- Candidates should have at least 5 years proven relevant experience, ideally in the higher education sector. Knowledge of the challenges inherent in the higher education sector is essential.
- A proven track record of success in the delivery of large-scale, time-critical activities and strategic initiatives.
- Proven ability to manage a large high performing team and provide leadership. Ability to inspire and lead a large team, coupled with an understanding of change management principles.
- Demonstrate and maintain current knowledge and understanding of both Irish and international education systems.
- Experience of designing and implementing efficient and effective business processes and systems and in managing multiple administrative workflows. Proven dedication to enhancing processes and procedures continually.
- In-depth experience of analysing data and using statistics for management decision making.
- Clear demonstration of self-motivation, particularly in high-pressure, deadline-driven settings.
- Strong written and verbal communication, negotiation, and team-building abilities.
- Experience in providing high levels of customer service and relationship building skills both externally and internally.
- Flexible approach to working hours as the demands of the post does require work outside normal office working hours from time to time.

In addition to the above, the successful candidate will bring a proven track record of experience and skills essential for this role, including a demonstrable and deep understanding of admissions and student recruitment within the Higher Education sector. With evidence of operating effectively at the senior management level, the successful candidate should possess the ability to lead a high-performing team. Strong communication and interpersonal skills, both written and verbal, are crucial, showcasing a proven ability to engage with and influence senior colleagues. Additionally, resilience and the ability to remain calm, professional, and focused at all times are key attributes sought in the ideal candidate.

Having direct experience in any of the following fields would be beneficial: HE admissions systems and processes e.g. CAO processes, international applications and admissions processes, postgraduate applications processes and/or student registration.

## Admissions and Student Recruitment Office

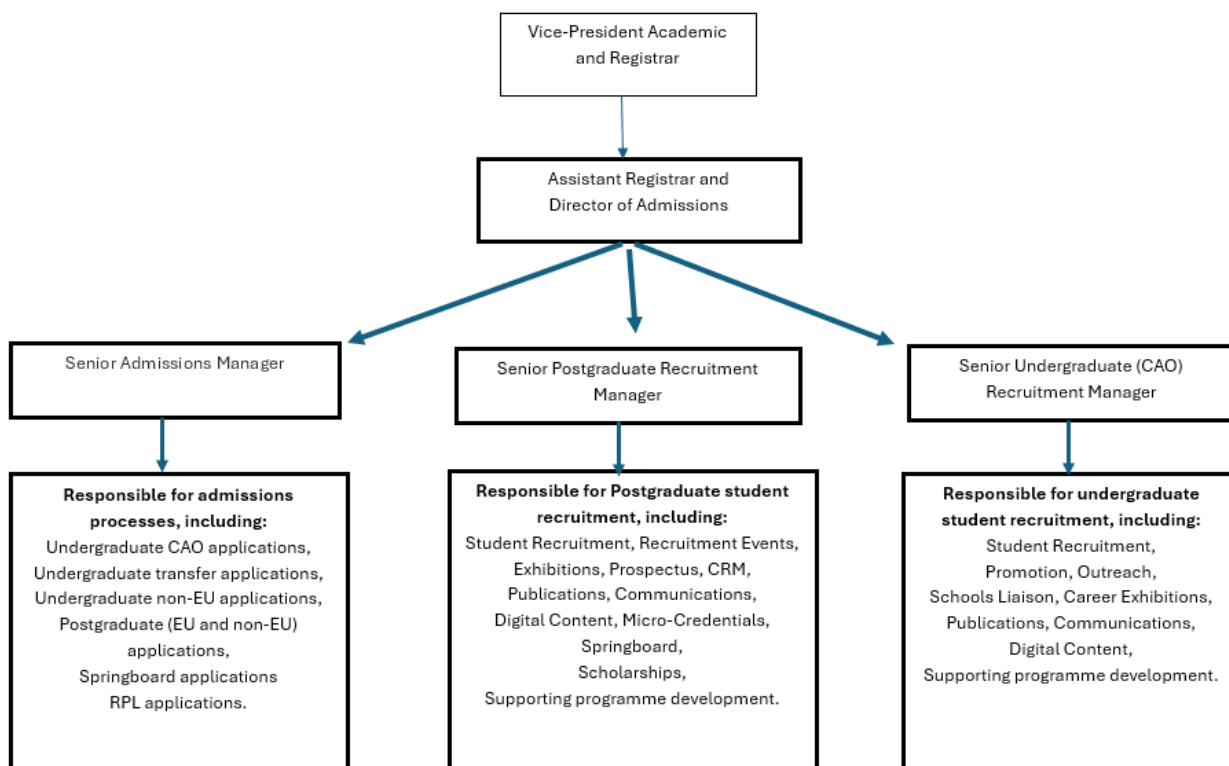
The Admissions and Student Recruitment Office has a commitment to high quality service to applicants, parents, guidance counsellors and current and potential students.

The Office functions include:

- Management of the admissions process for undergraduate and postgraduate students, both EU and International.
- Promotion and growth of the university's EU undergraduate and EU postgraduate applications
- Collaboration with academic faculties and departments to develop and refine the portfolio of undergraduate, postgraduate and microcredential programmes.
- Management of the Maynooth University Microcreds Programme, an IUA Human Capital Initiative funded project).
- Management of the Maynooth University RPL project, funded under the Irish Government's Human Capital Initiative (HCI) Pillar 3 (Innovation and agility).



### Structure of the University Admissions function



## 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 18<sup>th</sup> century roots and 21<sup>st</sup> 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 uaillmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treo-chlár seo ár dtiomantas do dhul i dtaithí 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 will 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 in the month of June 2024.
- The appointment is expected to be effective as soon as possible thereafter.



## Equality and Diversity

Maynooth University is committed to being a community that promotes and advances equality, respects and values diversity, and develops a collegiate environment of excellence with equality, in which the human rights and diversity of all are recognised and respected. We value the enrichment that comes from a diverse community and seek to promote equality and diversity, prevent discrimination and protect the human rights of each individual. We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy / Polasaí Comhionannais agus Éagsúlachta](#), and our policy on the [Employment of People with Disabilities](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

## Terms and Conditions

|  |   |
|--|---|
| <b>Tenure</b>                          | This is a full-time, permanent post   |
| <b>Salary</b>                          | Senior Admin Officer IV (2024) €66,642 - €105,815 (7 points)<br>Appointments will be made in accordance with public sector pay provisions.  |
| <b>Hours of work</b>                   | A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).<br><br>This can be reviewed or adjusted from time to time through national agreements.  |
| <b>Location</b>                        | The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.  |
| <b>Annual Leave</b>                    | Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a><br><br>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.  |
| <b>University policies and schemes</b> | Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:<br><br><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a><br><br><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a>  |
| <b>Pension</b>                         | This is a pensionable post. Employees of the University will enter into a public sector pension scheme, details of the schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>  |
| <b>Eligibility</b>                     | Applications from <b>non-EEA citizens</b> are welcomed, applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a> |



|                      |   |
|----------------------|---|
|                      | <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><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></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"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>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.</p> |
| <b>Garda vetting</b> | Garda vetting or clearance may be required by the University.   |
| <b>Medical</b>       | The University may require a medical examination as a condition of employment.  |

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure

### Closing Date:

23:30hrs (local Irish time) on **Sunday, 26th May 2024.**

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

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

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 opportunity employer**

**The position is subject to the Statutes of the University**

