



Ollscoil Mhá Nuad Maynooth University

Office of the Vice President for Equality and Diversity Executive Assistant (Specified Purpose Contract)

The Role

Maynooth University (MU) 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 to recruit a talented and motivated Executive Assistant (EA) to work in the Office of the Vice-President for Equality and Diversity. The successful candidate will support MU Excellence in Exile activities and provide administrative and event management support with the objective of supporting implementation of a broad range of programmes and activities that further equality, diversity, inclusion, and interculturalism (EDI) in MU. The post holder will also be the first point of contact for prospective and current students and education professionals seeking information, advice, and support on EDI and Excellence in Exile activities. The EA will be part of a busy team and will report to the Equality Officer.

Principal Duties

Administrative and other duties:

This will include:

- Be the first point of contact for prospective and current students and staff seeking advice, information, signposting, and support from the EDI Office (phone, email, and online queries), referring more complex queries to the EDI Office team members, as necessary.
- Respond as part of Excellence in Exile as the first point of contact, to enquiries and requests from refugees, asylum seekers and migrants about coming to MU and support a comprehensive process for managing these queries and directing people to supports and opportunities available at MU and elsewhere.
- Provide administrative and event management support for the broad range of EDI programmes and activities that seek to engage staff and students to further equality, diversity, inclusion and interculturalism.
- Provide administrative support to staff and student EDI networks, forums, committees and working groups, organizing meetings, and taking minutes as needed.
- Function as the Administrative Mentor for the MU Scholars at Risk Fellowship and other initiatives as appropriate, supporting the Fellow to navigate Irish systems and integrate into the community.



- Support the administration of financial, accounting, auditing, and reporting systems within the EDI Office.
- Contribute to the preparation and submission of institutional returns while identifying and supporting the development and implementation of administrative efficiencies and improved workflow practices.
- Support the EDI Office communications strategy by updating communications, website, and EDI Office system content, maintaining a content calendar, implementing website updates, an EDI newsletter, posting news and events items/ Social Media platforms including Facebook and Instagram.
- Support the development of office administrative policies and practices including GDPR, data protection, event supports management, procurement etc.
- Perform other duties/projects as directed by the Vice-President for Equality and Diversity or nominee.

The ideal candidate will have:

Essential

- Experience of working in administration, preferably in a Higher Education setting.
- Demonstrable experience of keeping accurate records and an understanding of GDPR and Freedom of Information.
- A strong awareness of equality, diversity, inclusion and interculturalism matters.

Desirable

- Experience of dealing with students, academic staff and administrative, technical, and professional (ATP) staff in a busy environment;
- Excellent time management and the ability to plan and prioritise tasks and meet deadlines, with accuracy and attention to detail;
- Excellent organisational skills and be capable of taking initiative;
- Excellent digital communication skills including social media, with graphic design skills desirable.
- Proven ability to work constructively in a team and within a busy environment.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to exercise sound judgement, discretion, and confidentiality.
- Proactive approach to dealing with enquiries in a constructive and positive manner.
- Excellent IT skills including MS Office, Teams, Word, Excel, Outlook, Sway and web maintenance and editing.
- Ability to work independently with minimal supervision.

Office of the Vice President for Equality and Diversity

The Office of the Vice President for Equality and Diversity currently comprises the Vice President for Equality and Diversity, the Equality Officer, an Equality Project Officer, an EDI Data Analyst, a Race Equality Project Coordinator, a Senior Executive Assistant and two Executive Assistants, and the Maynooth Access Office including the Director of Access and her team. The role of the Office of the Vice President for Equality and Diversity is to lead strategic change in the areas of EDI for staff and students, to create a truly inclusive University where scholarship and learning are enriched by the diversity of our campus community.



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 in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. 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.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

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 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;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held late May/ early June 2025;
- The appointment is expected to be effective from July 2025, or as soon as possible thereafter.

Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Terms and Conditions

Tenure	This is a full time, temporary post for a specified purpose (temporary replacement cover), which is anticipated to cease, 31st of January 2027 .
Salary	Executive Assistant (2025): €31,713 – €47,950 p.a. (13 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	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p>https://www.maynoothuniversity.ie/university-policies</p> <p>https://www.maynoothuniversity.ie/human-resources/policies</p>
Pension	<p>This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at:</p> <p>https://www.maynoothuniversity.ie/human-resources/pension-information</p>
Eligibility	<p>Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:</p> <p>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) <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>
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

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, 11th May 2025**.

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 opportunities employer

The position is subject to the Statutes of the University

