



Ollscoil Mhá Nuad Maynooth University

Admissions & Student Recruitment Office Student Recruitment Officer – Undergraduate (AOII) (Specified Purpose 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 Student Recruitment Officer to join the Admissions & Student Recruitment Office at Maynooth University. The Student Recruitment Officer plays a vital role in fostering strong relationships between potential applicants and the University, ensuring a welcoming and supportive experience. A key aspect of this position is the ability to connect with and empathise with prospective students, serving as a trusted point of contact throughout their journey.

The role involves building and nurturing relationships both within the University and with external stakeholders. The post-holder will engage closely with guidance counsellors, school principals, teachers, Colleges of Further Education, students, parents, as well as academic and non-academic colleagues across the University.

This position is ideal for an individual with strong organisational skills, event management experience, and a commitment to delivering excellent service. The successful candidate will contribute to the ongoing growth and development of the University, creating meaningful connections and ensuring a positive experience for all prospective students.

Principal Duties

Administrative and other duties:

This will include:

- Representing the University at careers exhibitions and parents' evenings nationwide, coordinating efforts with colleagues from the Admissions Office and broader University community;
- Delivering engaging presentations on Maynooth University's educational programmes and strategic initiatives, with regular school visits and proactive engagement with guidance counsellors to tailor presentations to their needs;



- Assisting in the organisation of key recruitment events, including Open Days, the Entrance Scholar Awards' Evening, and the Principals & Guidance Counsellors Information Day, ensuring seamless execution and positive experiences for attendees;
- Expanding outreach to diverse applicant groups, such as mature students, transfer students, and QQI applicants, fostering inclusivity in recruitment efforts;
- Collaborating on Transition Year programmes, working closely with school coordinators and University faculty to enhance student engagement through campus visits;
- Providing comprehensive applicant support, assisting prospective students via in-person visits, phone consultations, webchat, and email to ensure accessibility and responsiveness;
- Building strong partnerships, encouraging academic and administrative colleagues to contribute to student recruitment activities and strengthen engagement;
- Adapting to evolving recruitment needs, with flexibility to undertake additional responsibilities as required in response to the dynamic environment of the Admissions & Student Recruitment Office;
- Collaborating on Transition Year programmes, working closely with school coordinators and University faculty to enhance student engagement through campus visits;
- Providing comprehensive applicant support, assisting prospective students via in-person visits, phone consultations, webchat, and email to ensure accessibility and responsiveness;
- Building strong partnerships, encouraging academic and administrative colleagues to contribute to student recruitment activities and strengthen engagement;
- Adapting to evolving recruitment needs, with flexibility to undertake additional responsibilities as required in response to the dynamic environment of the Admissions & Student Recruitment Office.

The ideal candidate will have:

Essential

- A minimum of a Level 8 honours undergraduate degree;
- A demonstrated dedication to developing a comprehensive understanding of the University's academic programmes and effectively promoting them to a diverse audience. Comprehensive training and support will be provided;
- The ability to engage with and empathise with prospective students, parents, school principals, guidance counsellors, and colleagues across the University;
- The role requires nationwide travel, including occasional overnight stays, to support schools in distant locations and attend career exhibitions. Flexibility with working hours—including early mornings and late evenings—is essential to meet the scheduling needs of schools and other key stakeholders;
- Proven ability to communicate effectively and manage relationships with a wide range of stakeholders;
- Demonstrated experience in planning and coordinating multiple events for prospective applicants and other relevant audiences;
- Ability to work both independently and collaboratively within a dynamic team environment, demonstrating motivation, proactivity, and flexibility in response to evolving demands;
- A full, valid driving licence and access to a car are essential for travel commitments associated with the role.

Desirable

- Experience of working in a relevant area in an educational setting and/or a communications/marketing or sales role.



Department

The Admissions and Student Recruitment Office at Maynooth University is dedicated to attracting, supporting, and guiding prospective students through every stage of their application journey—from initial enquiry to application. The office manages all undergraduate, postgraduate, and international admissions, and all EU and domestic outreach and student recruitment ensuring a high-quality, inclusive, and student-centred approach.

Our team leads the University's efforts to promote its academic offerings and vibrant student experience to a wide and diverse audience. We engage directly with schools, guidance counsellors, prospective students, through a variety of outreach initiatives, including school visits, national and international exhibitions, Open Days, virtual events, and targeted marketing campaigns.

We are responsible for managing applications through the Central Applications Office (CAO) for undergraduate programmes, as well as direct applications for postgraduate and international students. The office provides comprehensive support and guidance throughout the application process, ensuring all students receive accurate, timely, and accessible information.

Our mission is to support prospective students from Ireland and around the world in discovering all that Maynooth University has to offer, helping them make confident and informed choices about their future studies.

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 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;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during the month of August 2025;
- The appointment is expected to be effective from 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, anticipated to be 12 months in duration.
Salary	Administrative Officer II (2025): €45,958 – €65,154 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, 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: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	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/ 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. Former Irish Public Service employees - Certain Restrictions on Eligibility 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: <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER)



	<ul style="list-style-type: none"> • 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 **Wednesday, 9th July 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

