



Ollscoil Mhá Nuad Maynooth University

Admissions and Student Recruitment Office Executive Assistant (0.5 FTE, 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.

We are seeking an Executive Assistant to provide high-level administrative support across all areas of Admissions within the Admissions and Student Recruitment Office. This is a front-of-office role and will serve as the first point of contact for all admissions-related queries, including those received via telephone, email, and our drop-in service. The successful candidate will play a key role in triaging enquiries and ensuring they are directed appropriately, while also supporting the accurate and efficient execution of key operational processes related to the processing of EU and Non-EU applications for undergraduate and postgraduate programmes. Due to the nature of this role remote working is not feasible under the blended working scheme.

Principal Duties

Administrative and other duties:

This will include:

Main Duties and Responsibilities

The successful candidate will be expected to carry out a broad range of duties, including but not limited to:

- Acting as the first point of contact for all Admissions and Student Recruitment Office - related queries, including telephone, email, and in-person enquiries, and ensuring effective triage and follow-up.
- Providing high-quality administrative support using the University's application portal (MU Apply) to input, update, and maintain accurate admissions data.
- Liaising professionally and efficiently with applicants, academic departments, and internal university stakeholders to ensure timely and accurate communication.
- Collaborating closely with colleagues within a dynamic and fast-paced team environment to ensure the smooth delivery of admissions processes.
- Managing a high volume of enquiries and ensuring prompt and courteous responses across all channels.



- Conducting initial pre-assessment of undergraduate, postgraduate, and international applications for referral to relevant academic departments.
- Operating the University's JD Edwards Oracle finance system to support procurement and purchasing processes for the Admissions and Student Recruitment Office.
- Performing additional duties as assigned by the Director of Admissions and Senior Admissions Manager, or their nominee, in line with the needs of the office.

The ideal candidate will have:

Essential

- Proven administrative experience in a busy, customer-facing environment.
- Strong customer service skills, with a demonstrated ability to engage professionally and helpfully with a wide range of stakeholders, including students, applicants, and academic staff.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong organisational skills with the ability to manage multiple tasks, prioritise effectively, and meet deadlines.
- High level of accuracy and attention to detail in data entry and document management.
- Excellent IT skills, including proficiency in Microsoft Office applications and confidence in learning new systems and software.
- Experience handling confidential information with discretion and professionalism.
- Ability to work effectively both independently and as part of a team.
- A flexible and proactive approach to work, with a willingness to take initiative and adapt to changing demands.
- Strong problem-solving skills and the ability to respond to enquiries in a courteous, efficient, and informed manner.

Desirable

- Previous experience working in an administrative role in a Higher Education environment.
- Previous experience using a Customer Relationship Management (CRM) system to manage data and communications.

Admissions and Student Recruitment Office

The Admissions and Student Recruitment Office has a commitment to high quality service to applicants, parents, guidance counsellors, 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 micro credential programmes.
- Management of the Maynooth University Microcreds Programme, an IUA Human Capital Initiative funded project).



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 during the month of October 2024
- 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 part-time (0.5 FTE), permanent post
Salary	Executive Assistant: €31,713 – €47,950 p.a. (13 points) (pro rata) 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. Please note that this role is not suitable for remote working under the Blended working scheme.
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, 17th of August 2025.**

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

