



# **Ollscoil Mhá Nuad Maynooth University**

## **Examinations & Assessment Office (Registry) Administrative Officer II (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.

The Examinations & Assessment Office requires an experienced administrator to play a key role in managing the various tasks in a very busy office and ensuring internal deadlines are met. The role is diverse and challenging and involves operational, IT/systems and team management responsibilities. Reporting to the Examinations Officer, the person appointed will assume responsibility for the day to day operations of the Examinations & Assessment Office, and will work collegially to deliver and enhance the services provided by the Examinations & Assessment Office. The person must be discreet, trustworthy and capable of dealing with confidential material. This will be an exciting but challenging position in a busy office and the candidate must be able to demonstrate an ability to work accurately under pressure and on their own initiative.

### **Principal Duties**

#### **Administrative and other duties:**

This will include:

- The day-to-day management of the operations of the Examinations & Assessment Office, guiding and supporting the team in the delivery of assessment-related service
- Liaising daily with the Examinations Officer in relation to on going office tasks
- Provision of an efficient service, tracking and managing a variety of tasks to exacting deadlines.
- Managing the creation and maintenance of detailed SOPs, outlining the office tasks.
- Working collaboratively with the team to ensure the smooth set up and running of exams for students and staff, including but not limited to:
  - Supporting the creation and production of the examination timetables three times a year
  - Oversight of exam paper distribution and production of exam-related stationery and documentation, e.g. seating lists, mark sheets, etc.



- Overseeing the processes that provide exam accommodations for students who need extra provision – on the advice of the Disability Office.
- Support to the invigilation management process
- Communication of exam-related information to units across the University.
- Ensuring the development, maintenance and timely update of spreadsheets and records necessary for the effective functioning of the office.
- Ensuring the accurate and timely preparation of information required for the University's exam boards, including examination broadsheets in accordance with the University's Marks and Standards
- Management of the processes around release of official exam results to students and tracking and resolution of changes and issues arising.
- Supporting the development of changes to systems, processes and procedures which enhance service delivery to students and staff, and documentation of same.
- Occasional deputising for the Examinations Officer at University Examination Board meetings and other meetings as required.
- Any other duties or projects in the Examinations & Assessment Office as allocated by the Examinations Officer.

Applicants should note that at certain critical periods, there may be a requirement to work outside normal office hours (occasionally at short notice) including weekends in order to meet specific deadlines. It will not be possible to take significant amounts of annual leave at certain critical periods for this post.

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

#### **Essential**

- A primary degree or equivalent professional experience, (i.e. a minimum of four years administrative experience, ideally in a higher education context).
- A very high level of administrative and organisational skills, including evidence of managing complex and competing tasks efficiently.
- An ability to lead, delegate and support others to ensure the delivery of both operational tasks and ongoing projects to conclusion.
- Professional discretion, and an ability to communicate effectively, in person and in writing.
- A collegial approach, and proven team management experience, ideally in an operational role.
- A proven excellent level of attention to detail – and a high level of accuracy – in both written and numerical work.
- Strong interpersonal skills, with a proven ability to build successful collaborative relationships within the office, the wider Registry team and across the university.
- Experience in documenting procedures and processes.
- Efficient task management skills, and an ability to work effectively to exacting deadlines.
- An agile, flexible approach to work and handling a variety of tasks with an ability to adapt and respond appropriately to changing circumstances or events.
- Excellent and proven IT skills and experience in using systems - e.g. dedicated software, websites, etc. – to deliver services and provide information.
- An aptitude for handling large volumes of data, and an ability to carry out data verification and analysis.

#### **Desirable**

- An understanding of examinations and associated processes, the life-cycle of the student.
- Knowledge of student information systems
- Familiarity with reporting tools
- Knowledge of University policies and regulations



## Department

The Examinations & Assessment Office is part of Maynooth University's Registry and works with other offices in Registry to deliver administrative support to the university community, particularly to students, and in relation to the implementation of academic policies and regulations. The Office coordinates and manages university examination processes and is responsible for the production, publication and maintenance of examinations timetables for the University. The work related to examinations includes arranging the staffing, venues and material for the written university examination and provision of examination accommodations for students requiring extra provision. The Examinations & Assessment Office is responsible for the compilation of results, application of progression and award rules, administration of Examination Board meetings, administration of the examination process for research degrees and the release of official examination results to students.

## 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 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 uaillmhianach 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>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

### 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 at the start of October 2025.
- The appointment is expected to be effective 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

<b>Tenure</b>	This is a full-time, permanent post.
<b>Salary</b>	Administrative Officer II €46,418 – €65,806p.a. (9 points)  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).  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>  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:  <a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a>  <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, 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: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>
<b>Eligibility</b>	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 14<sup>th</sup> of September 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**

