



## **Maynooth University Ollscoil Mhá Nuad**

### **Curriculum Services Office, Registry Executive Assistant x2 (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 to appoint two Executive Assistants to provide a high level of administrative support to the Curriculum Services Office. Reporting to the Curriculum Project Officer, the successful candidates will have a flexible, agile style of working and will contribute to the diverse functions of the Curriculum Services Office in Registry.

The work will involve the accurate execution of important operational processes in relation to the University Curriculum, student transfers and across the broad remit of the Curriculum Services Office.

The website of the Curriculum Services Office can be found here:

<https://www.maynoothuniversity.ie/curriculum>

#### **Principal Duties**

The responsibilities of the post holder may change over time, in line with the on-going development and reorganisation of the Curriculum Services Office, Registry, its processes and services. In general, the post-holders will have responsibility for a variety of administrative duties and responsibilities including:

- Data compilation, data entry, data processing and verification of programme structures within the Academic Database;
- Producing accurate, up-to-date data on the Academic Database and the CourseFinder application for reference by staff and students of the University;
- Updating existing Academic Database manuals to reflect increased functionality;



- Maintaining master tracker document of all approved programmes and approved programme modifications;
- Monitoring and amending inconsistencies in programme structures and liaising with department staff for clarification;
- Supporting Curriculum Services Office and wider Registry initiatives and participating in project teams working on new or further developments of processes and systems;
- Supporting staff within the University in the development of skills in specialist areas across a wide variety of administrative and technical activities - e.g. support staff in the use of the Academic Database especially during the annual department editing period;
- Reviewing all programme structure data submitted for approval by department administrators and proactively taking follow up actions as required;
- Participating in the drafting of technical Programme Information Documents as directed by the line manager;
- Providing additional support to Curriculum Services Office colleagues (such as the Curriculum Officer, the Student Vetting Office and also the Internal Transfer requests and Special Permissions functions); this could include monitoring and responding to emails in multiple email inboxes, especially during peak times;
- Any other duties or projects in the Curriculum Services Office and wider Registry as allocated by the Curriculum Officer and/or their nominee.

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, to meet specific deadlines. It may not be possible to take significant amounts of annual leave at certain critical periods for this post.

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

### **Qualifications and/or relevant professional experience:**

- A level 8 degree or equivalent professional experience (i.e. a minimum of three years of relevant administrative experience);
- Knowledge of University policies, regulations and programme structures;  
*or*  
Experience in an operational role in a similarly complex (policies/relationships/structures) environment;
- A demonstrated ability to deal confidently with academic and administrative staff at all levels in the University and engage with a wide range of different perspectives and respond to them accordingly.

### **Administration and Organisation skills**

- An efficient approach to task management, and an ability to complete concurrent tasks to strict deadlines;
- An ability and an aptitude to follow procedure, and willingness to learn new skills and work flexibly on different tasks;
- Proven ability to work on own initiative, manage a number of issues simultaneously, meet deadlines and manage the competing priorities of others;
- Ability to work effectively and accurately under pressure.

### **IT and Data Handling skills**

- A proven excellent level of accuracy and attention to detail in both written and numerical work;
- Strong IT skills (Microsoft Office suite of products), including experience in working accurately with large spreadsheets and other databases and systems;



- Have the ability to learn to use new information systems effectively;
- Discretion in dealing with confidential information.

### **Teamwork and Interpersonal skills**

- A strong customer focus and an ethos of delivering a high quality service;
- An ability to work collegially, work effectively across units, and share skills with others to enhance service;
- Proven experience of working in a team environment and an ability to work in changing team structures.

### **Desirable Experience and Skills**

- An understanding of the life cycle of the University;
- Experience in documenting processes;
- Familiarity with reporting tools;
- Knowledge of University policies and regulations.

## **Department**

The Registry is responsible for the academic administration of the University, throughout the full life cycle of a student.

A component part of Registry, the function of the Curriculum Services Office is to ensure that academic and programme structures are up-to-date and accurate at all times. Academic and programme structures include a course's application code (e.g. CAO code), its subjects (e.g. English, Sociology, Biology) and the individual modules students register for. Data on the Academic Database must be correct so that what students register to online is correct.

The Academic Database is the system of record for all programme structures in Maynooth University; its data facilitates the operation of other Registry processes such as timetabling, it directly informs what students register to online and the examinations and assessments they take. It is also the data source for numerous University web pages.

## **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 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>

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 in October;
- The appointment is expected to be effective from 3<sup>rd</sup> November 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

<b>Tenure</b>	These are full-time, permanent posts.
<b>Salary</b>	Executive Assistant (2025): €32,030 – €48,430 p.a. (13 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>	<p>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></p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
<b>University policies and schemes</b>	<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><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a></p> <p><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a></p>
<b>Pension</b>	<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: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a></p>
<b>Eligibility</b>	<p>Applications from non-EEA citizens 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> <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 **Thursday, 2<sup>nd</sup> October 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**

