



Maynooth University Ollscoil Mhá Nuad

Arqus European University Alliance Executive Assistant (EA) (Specific 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 talented and motivated individual to join our team as an Executive Assistant for the Arqus Alliance which Maynooth University joined in 2023, in collaboration with European partner universities, University Claude Bernard Lyon 1, University of Granada, University of Graz, Leipzig University, University of Minho, University of Padua, Vilnius University, and the University of Wrocław. The successful candidate will support the MU Arqus Alliance team and provide administrative, communication and event management support with the objective of supporting participation among the MU campus community in the various activities and opportunities offered through the university's membership of the Alliance.

The Arqus Alliance Executive Assistant will be part of a relatively new and busy team and will report to the Arqus Alliance Manager. The successful candidate will have the ability to work well in a team environment but will also have demonstrated their ability to use their own initiative. The candidate will demonstrate a strong awareness of international education and interculturalism matters. The successful candidate will also have the opportunity to partake in international travel among the 8 other Arqus Alliance members across Europe.

Principal Duties

The successful candidate will carry out a range of duties, including but not limited to the following:

- Provide information, guidance, and administrative support to all Maynooth University stakeholders participating in Arqus Alliance activities and projects.
- Diary management and minute-taking for busy Arqus Alliance work package schedules.
- Provide support for the delivery of Arqus Alliance related communication within Maynooth University, ensuring all staff and students are informed about Arqus Alliance promotions, events, or any relevant updates.



- Contribute to the organisation of on-campus and virtual campaigns and events aimed at supporting and enhancing the Arqus Alliance among the Maynooth University community.
- Assist with marketing and communications activities for respective Arqus Alliance campaigns and initiatives incl. marketing campaigns, promotional events, social media, web content, etc.
- Liaise with academic departments and support units within the University, and with Arqus Alliance partner institutions and other stakeholders nationally and internationally.
- Update the MU Arqus website and social media accounts with Arqus Alliance related content, and engage with internal and external stakeholders to enhance the Arqus Alliance brand visibility and communication.
- Assist colleagues with the planning and execution of Arqus Alliance related promotional events and activities, including presentations, webinars and workshops.
- Assist with the documentation and review of current Arqus Alliance work package processes, with a view to streamlining them and achieving operational efficiencies.
- Contribute to research into best practice in successfully operating within a European University Alliance.
- Maintain data integrity standards through effective collaboration with relevant university services.
- Other administrative and organisational tasks as may be required from time to time by the Arqus Alliance Manager or the Vice President International.

The role may require work outside normal office hours at various times of the year and will involve international travel. Applicants should note that holidays may not be taken during peak times (September, January, and other times, depending on assigned duties).

Candidates are expected to clearly address the job requirements in their application (incl. cover letter and CV).

The ideal candidate will have:

Essential

- An undergraduate third-level degree in any discipline.
- Excellent organisational and time management skills with the ability to plan and prioritise tasks and meet multiple deadlines with accuracy and attention to detail.
- Outstanding interpersonal and communication skills, and the ability to develop positive working relationships internally and externally.
- A commitment to excellent customer service and support.
- Excellent IT skills, including MS Office suite, information management systems, canva and other online communication tools.
- Proficient in managing and leveraging social media platforms for promotional purposes, including content creation, engagement, and analytics.
- Ability to work well autonomously and as part of a team, depending on the task at hand.
- Strong problem solving skills with the ability to identify issues and propose solutions.
- The ability to work with confidential material in a discreet manner and maintain the highest professional standards so that the reputation of the University is enhanced.
- Ability to potentially engage in international travel, primarily within Europe, on an occasional basis throughout the year.
- A flexible approach in handling a variety of tasks, occasionally outside office hours.

Desirable

- Fluency in a second language (preferably one of: Spanish, French, Italian, Portuguese, Polish or German)
- Experience of working with international students/clients and multicultural environments.
- Communications experience, incl. designing promotional material, utilising digital/social media channels, marketing and preparing promotional campaigns and creating media assets.



International Office

The International Office (IO) is responsible for managing international partnerships, incoming and outgoing Erasmus+ and non-EU exchange programmes, international marketing and promotion, non-EU international student recruitment and conversion, and the provision of guidance and support pre- and post-entry to the University. The IO also encompasses the Arqus European University Alliance and the Maynooth International Engineering College (MIEC). The office has a commitment to high quality service to all international applicants and students on campus, as well as to Maynooth University students and staff who wish to participate in MU's outgoing mobility programmes.

Maynooth University's Strategic Plan 2023-28

Internationalisation is a key goal of MU's Strategic Plan 2023-28. The University is committed to enhancing opportunities for all students and staff to think and engage globally, signaling our commitment to world-class, internationally informed education and research. This is an exciting period of growth for the IO, as it will play a key role in achieving this strategic goal. We aim to further internationalise our student population and our campus, expand and diversify our international strategic partnerships, and facilitate international opportunities for all.

Arqus European University Alliance

The Arqus Alliance is an alliance of 9 European universities who have come together with a common goal for students, academics, researchers, and administrative staff to participate in changing and transforming the university from the current concept into a university without barriers. Maynooth University joined the Alliance in 2023 and is growing its engagement in Alliance activities such as new research collaborations, student and staff exchanges, and summer schools and workshops.

Maynooth International Engineering College (MIEC)

Established in 2019, MIEC is a joint international partnership between Maynooth University and Fuzhou University in Fujian province in China. On the Fuzhou campus, MIEC currently offers four MU undergraduate programmes in Engineering & Computer Science, taught through English. Through the partnership, we are also developing research collaborations between the two universities and offering MIEC students opportunities to undertake Masters and PhD programmes at Maynooth University.

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 uaillmhianach 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>

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 during the week of the December 2025.
- The appointment is expected to be effective from January/February 2026.

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 9 months in duration. Project end date is anticipated to be 30/09/2026.
Salary	Executive Assistant (2025): €32,030 – €48,430 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	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	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: 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: • 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) 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.
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 **Tuesday, 18th of November 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

