



Ollscoil Mhá Nuad Maynooth University

Admissions and Student Recruitment Office Student Recruitment Officer – Undergraduate (CAO) (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 a Student Recruitment Officer (permanent) to join the Admissions and Student Recruitment Office. This role is central to promoting the University to prospective students and supporting the wider Admissions and Student Recruitment function.

A Student Recruitment Officer will foster meaningful connections with prospective students and their influencers, ensuring a welcoming, informative, and supportive experience. The post-holder will work collaboratively across the University and with external stakeholders, including guidance counsellors, teachers, school leaders, Colleges of Further Education, parents, and colleagues across academic and administrative departments.

The Student Recruitment Officer position is ideal for someone with strong organisational, communication, and event management skills, who are proactive, flexible, and committed to delivering excellent service to prospective students.

Applicants should note that there will be a requirement to travel nationwide and work outside normal office hours (occasionally at short notice) including weekends. The post holder will report to the Director of Admissions or their nominee.



Principal Duties

Administrative and other duties:

- Represent the University at schools, colleges and recruitment fairs, delivering presentations and guidance to prospective students, parents, and guidance counsellors.
- Build and maintain strong relationships with prospective students and their influencers, supporting them throughout their recruitment and application journey.
- Identify and implement opportunities to promote the University to undergraduate audiences through innovative outreach approaches.
- Plan, prepare, coordinate, and manage a range of recruitment events including Open Days, information days, online events, seminars, workshops, and campus tours.
- Collaborate with colleagues across Faculties, Registry, Communications and Marketing to ensure high-quality delivery of recruitment programmes.
- Maintain communication with prospective applicants through channels such as webchat, emails and phone calls.
- Maintain and analyse recruitment-related data using systems such as CRM, Student Application Systems, Power BI, and other relevant platforms.
- Use data insights to inform recruitment strategies, prioritise activities and enhance student engagement.
- Support innovation in recruitment activities based on data-driven insights.
- Contribute to digital and social media channels (website, TikTok, Meta, Bluesky) to enhance engagement and the applicant experience.
- Ensure consistent messaging and quality across all communications and promotional platforms.
- Lead specific recruitment initiatives and work as part of a team to achieve the broader objectives of the student recruitment function.
- Support the wider Admissions and Student Recruitment function particularly during peak periods.
- Assist with designing and producing print publications and engaging graphic design elements that align with brand standards for student recruitment initiatives.
- Collaborate with Student Ambassadors and Exhibition team members to deliver a strong Maynooth University brand image across student recruitment activities.
- Contributing to shared administrative duties within the Admissions and Student Recruitment Office and undertake duties as required adapting to the evolving needs of the Admissions & Student Recruitment Office.

The ideal candidate will have:

Essential

- An honours undergraduate degree (Level 8).



- Strong interpersonal skills and demonstrated ability to deliver engaging in-person presentations to varied audiences, such as potential students, parents/guardians, guidance counsellors and colleagues.
- Ability to build rapport quickly and maintain positive stakeholder relationships over time.
- Proven experience in planning and coordinating multiple events and activities with demanding deadlines in a fast-paced environment.
- Strong organisational skills, proactivity, flexibility, and the ability to work independently and collaboratively.
- Demonstrated initiative in problem-solving and improving processes or activities.

Desirable

- Experience working in higher education, communications/marketing, sales, or a similar outreach-focused role.
- Understanding of current trends in higher education recruitment and student decision-making.
- Knowledge of the CAO application process and the second-level and further education landscape in Ireland.
- Familiarity with CRM systems, Power BI, or similar data management systems.
- A full driving licence.

Department

The Admissions and Student Recruitment Office at Maynooth University plays a central role in managing the student lifecycle from initial inquiry to application. The Office is responsible for all student applications to the University across undergraduate and postgraduate programmes, for both EU and non-EU applicants, ensuring a streamlined, transparent, and supportive admissions process.

It is also responsible for all EU-facing student recruitment activity at undergraduate and postgraduate level, delivering outreach initiatives, events, and digital engagement to connect with prospective students and key influencers.

Working collaboratively across academic and professional services, the Office supports the University's strategic objectives by providing accurate programme information, promoting access, and enhancing the applicant experience.

Both positions sit specifically within the Undergraduate EU/CAO Student Recruitment team, contributing to the delivery of targeted recruitment strategies aligned with the needs and interests of the CAO undergraduate audiences.

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 17,000 students on a campus with 18th century roots and 21st century dynamism.

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. We offer a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education, along with a range of international programmes and partnerships.

The strategic trajectory and accomplishments of Maynooth University, 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 ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. 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'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;
- Candidates invited for interview will be required to make a brief presentation;
- It is anticipated that interviews will be held during May;
- 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.

Maynooth University is an equal opportunities employer and is committed to supporting applicants to enable their full participation in the recruitment process. Applicants are invited to disclose a disability during the recruitment process to ensure adequate measures are in place to enable their full participation.

Terms and Conditions

Tenure	This is a full-time permanent post.
Salary	Administrative Officer II (2026): €46,918 – €66,464 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



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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: https://www.maynoothuniversity.ie/human-resources/pension-information</p>
Eligibility	<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: 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

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, 26th April 2026.**

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

