



# Ollscoil Mhá Nuad Maynooth University

## Admissions and Student Recruitment Postgraduate Recruitment Officer (Specified 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 applications for the position of Postgraduate Recruitment Officer, to cover a temporary vacancy in the Postgraduate Recruitment team, who have responsibility for supporting the recruitment of students from Ireland and Europe to pursue postgraduate study at Maynooth University.

The team is a small, collaborative and agile unit, working across a broad range of activities including the delivery of postgraduate Open Days and recruitment events, the development and execution of marketing campaigns, and engagement with prospective students. The team uses data and insights to inform decision-making, including monitoring application trends and identifying opportunities for programme development and growth.

The team also works closely with academic departments across the University to promote individual programmes and support recruitment priorities.

Postgraduate recruitment is a key priority within the University's Strategic Plan 2023–2028, and the role offers the opportunity to contribute to a high-impact area with strong visibility across the institution.

### Principal Duties

- Lead the operational planning and delivery of Postgraduate Open Days and other postgraduate recruitment events (campus, external and virtual).



- Liaise with internal stakeholders including Admissions and Student Recruitment colleagues and Academic Departments to coordinate event schedules and ensure successful delivery.
- Track progress of event-related tasks and provide regular updates to Postgraduate Recruitment colleagues.
- Present to prospective postgraduate students at events (open days, lecture visits, online) to promote postgraduate study opportunities.
- Support the planning and delivery of communications using the University's Customer Relationship Management (CRM) system.
- Manage the regular upload and organisation of data in the CRM to ensure accuracy and compliance.
- Use the CRM to support key recruitment activities such as Open Days, Springboard+ initiatives and programme-specific campaigns
- Lead on the delivery of the postgraduate prospectus (digital and print), ensuring content accuracy, consistency and quality.
- Brief the external creative/design agency on required updates and manage clear, concise communications.
- Maintain and update postgraduate course listings on the University's academic database.
- Manage content on external postgraduate course listing platforms (e.g. FindAMasters, Euraxess), ensuring consistent and accurate promotion of postgraduate programmes.
- Manage the administration of the annual postgraduate scholarship process, assess applications in line with scholarship criteria and communicate outcomes to applicants.

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

#### **Essential**

- An honours undergraduate degree (Level 8)
- A minimum of 3 years' experience working in higher education or a similar complex organisation in an administration, communications, marketing or similar role
- Proven experience in planning and coordinating multiple events and activities with demanding deadlines in a fast-paced environment
- Experience liaising with multiple stakeholders and suppliers
- Demonstrated ability to learn and effectively use new systems (eg. CRM or database) and technologies, with the capacity to become proficient within short timeframes
- Excellent attention to detail including preparing and proofing of official documents, reports, communications and content
- Excellent communication, interpersonal and presentation skills

#### **Desirable**



- Experience managing websites or database content

## 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.

## 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 18<sup>th</sup> century roots and 21<sup>st</sup> 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 dtáithí 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 the week of the 11<sup>th</sup> of May;
- The appointment is expected to be effective from July.

### 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

<b>Tenure</b>	This is a full-time temporary post for a specified purpose, anticipated to be 18 months in duration.		
<b>Salary</b>	Administrative Officer II (9 points)	€46,918–	€66,464 p.a.



	Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	<p>A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).</p> <p>This can be reviewed or adjusted from time to time through national agreements.</p>
<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

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 19<sup>th</sup> 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**

