



Ollscoil Mhá Nuad Maynooth University

Department of Sociology Executive Assistant (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 an applicant with outstanding administrative skills to join our staff as Executive Assistant. The successful candidate will join a highly effective and cooperative administration team and will report to, and work closely with, the Head of the Department of Sociology. In addition, the successful candidate must be willing, and able, to work well with others. The position involves a significant amount of interaction with students, with academic and administrative colleagues across the Department and University, and with key stakeholders outside of Maynooth.

This position offers an excellent opportunity for talented individuals to make a mark in a dynamic department with a strong national and international reputation. The Department of Sociology is an internationally recognised centre for research in Sociology and Politics; it is a student-centred teaching and learning centre with a diverse student body; and it is heavily and widely engaged with organisations outside the university and with the general public.

The position affords both the autonomy to develop your skills and potential; in a busy, challenging and interesting role; while working closely with a range of colleagues in a friendly and co-operative working environment.

The role will include particular responsibilities relating to communications, which include website development, social media, internal communications and preparation of materials for all of these.



Principal Duties

The post of Executive Assistant includes a full range of secretarial and day-to-day administrative duties in the Department including, but not limited to:

- Providing a comprehensive 'first point of contact' service for the Department of Sociology, effectively answering a wide range of queries from staff, students and other stakeholders;
- Working extensively with existing students, in terms of communicating with students, pastoral care, and directing students to appropriate services, and other operational and student support duties that may arise in the academic year;
- Taking responsibility for and coordinating the organisation of events on behalf of the Department;
- Taking responsibility for developing promotional materials, notably multimedia content, including for key social media outlets, website and local displays;
- Working extensively with prospective students and their families, in terms of advising on the Department's programmes, degree options, etc;
- Providing extensive administrative support to the Head of Department, managing schedules, assisting with travel arrangements, and editing and proofing documentation;
- Supporting interaction between academic staff and university systems as appropriate, including systems such as procurement, expenses, travel, and others;
- Working in a collegial manner to build and maintain effective working relationships with colleagues across the university;
- Assisting in the running of the day-to-day functions of the Administration Office including data entry;
- Checking/matching data to ensure accurate records are maintained, occasionally under tight timescales;
- Preparing and distributing confidential documents including exam papers, on behalf of the Department;
- Assisting with the operational development and administration of timetables;
- Processing of examination results as required and supporting relevant academic staff in the examination functions as needed;
- Processing of financial/budgetary tasks as required;
- Assisting in developing and maintaining spreadsheets and databases to produce management information that is accurate, reliable and available for decision making within the Department;
- Other duties that may be assigned from time to time.



The ideal candidate will have:

Essential

- Relevant qualification (NFQ level 8 or above) and/or equivalent relevant experience;
- Excellent interpersonal and written communication skills;
- Excellent judgment in engaging with and supporting a diverse student and staff body;
- A commitment to working cooperatively within an administrative team;
- Skills in marketing and promotion, including event organisation;
- Experience in using, and managing, social media tools;
- An ability to exercise discretion with sensitive managerial and ethical data and documentation;
- Excellent IT skills; in particular MS Office suite and electronic file management;
- Knowledge of, or ability and commitment to learn, more specialised information systems and website design and maintenance systems;
- A flexible approach in handling a variety of tasks, occasionally outside standard office hours;
- A full range of secretarial skills;
- Relevant experience of administrative work in a busy office environment;
- Initiative and ability to work professionally under pressure with accuracy and attention to detail;

Desirable

- Awareness of and interest in contemporary social and political affairs;
- Experience or understanding of working in an educational institution.

Faculty and Research Institutes

The Faculty of Social Sciences comprises the Departments of Adult and Community Education; Anthropology; Applied Social Studies; Design Innovation; Economics; Education; Geography; Law; Sociology; the Froebel Department of Primary and Early Childhood Education; and the School of Business. The role of the Faculty is to coordinate the academic activities of individual departments, to oversee the strategic development of departments, and to support interdepartmental programmes. The University has also developed a number of interdisciplinary institutes to support excellent research and to build research capacity across disciplines.

Department

The Department of Sociology is one of the most active academic units within the University. The Department has 18 permanent academic staff members, supported by an administrative team, and offers a number of popular undergraduate and postgraduate degree programmes, educating over 1000 students in Sociology, Politics



and Criminology. The Department is a leading national and international research centre and staff members regularly publish in leading international academic journals and attract significant external funding. The Department is student-focused and puts a major emphasis on supporting a diverse student body through their learning in our degrees. It is also very intensively engaged with the public, with ongoing active engagement with media, public policy makers, civic organisations, social movements, business organisations and the broader society. The Department is now seeking to recruit to a key administrative post to support this activity across research, teaching and public engagement; including an additional emphasis on technical and informational supports for staff and departmental activity.

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 treoclár 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;
- It is anticipated that interviews will be held during the week of the 11th of May;
- The appointment is expected to be effective from 29th of May 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.

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, temporary post, for a specified purpose (maternity cover) of 9 months duration.
Salary	Executive Assistant: €32,530– €48,930 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	<p>Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
University policies and schemes	<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>https://www.maynoothuniversity.ie/university-policies</p> <p>https://www.maynoothuniversity.ie/human-resources/policies</p>
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)



	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

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, 19th of 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

