



Ollscoil Mhá Nuad Maynooth University

Careers and Employability Service Placement Co-Ordinator (Permanent x 2)

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 Placement Coordinator within the Careers and Employability Service, Student Skills and Success division of the Office of Students and Learning. The successful candidate will report to the Placement Officer, working as part of the e Placement team to support accredited placement at Maynooth University.

The Placement Coordinator plays a pivotal role in supporting the delivery of high quality accredited placement programmes. This is a complex and diverse workload which includes, supporting students in their preparation, securing and effectively managing their placement experience; sourcing placement opportunities and coordinating employer engagement, liaising with academic departments and managing day-to-day placement administration. The role ensures smooth processes, accurate records, and high quality service across the placement lifecycle.

To be successful in this role, you will be a strong communicator, good team player, highly organised, have a systematic approach to problem solving and have a proven track record in adaptability. It represents a great opportunity for a person who is committed to enhancing students employability through a structured accredited placement experience.



Principal Duties

Administrative and other duties:

This will include:

Student Support & Placement Preparation

- Work alongside the Placement team and the wider MU Careers and Employability Service to support students across the accredited placement lifecycle.
- Provide advice and practical support to students on CVs, applications, interview techniques, LinkedIn and networking, workplace skills and placement readiness on a one-to-one and group basis.
- Maintain regular contact with students during their placement, escalating issues to the Placement Officer or relevant staff as needed.
- Support the development and updating of student focused placement resources, guides and digital materials.

Placement Administration & Programme Support

- Coordinate the day-to-day administration of assigned placement programmes. Assist with monitoring student progress, compliance checks, and the preparation of routine reports.
- Manage scheduling, tracking, and documentation for placement processes (applications, approvals, contracts, evaluation forms, etc.).
- Maintain accurate and up-to-date student and employer records on CRM and other University systems.
- Collaborate with Faculty staff on programme specific development, procedures and processes.

Employer Liaison & Opportunity Development

- Build and maintain positive relationships with new and existing placement employers and host sites.
- Support employer onboarding, opportunity promotion, scheduling of interviews and follow-ups.
- Manage employer queries and provide timely responses, escalating complex issues where appropriate.
- Help source and promote new placement opportunities in line with team priorities and labour market trends.



Events, Marketing & Communications

- Support the organisation and delivery of placement-related events, including employer talks, fairs, and workshops.
- Contribute to marketing campaigns and promotional material to promote placement programmes using student stories, employer testimonials and digital content.

Quality Assurance & Compliance

- Ensure all placement activity follows University procedures and regulatory requirements (GDPR, Health & Safety, Equality & Diversity). Maintain accurate filing, recordkeeping and confidential data handling.
- Assist in the collection of feedback from students and employers to support service evaluation.
- Contribute to tracking KPIs and monitoring placement activity as directed by the Placement Officer.

Team Support & General Duties

- Collaborate closely with the Placement Officer to ensure smooth delivery of placement services.
- Provide administrative and logistical support for team projects and new initiatives.
- Participate in training, development activities and sector events as required.
- Support broader Careers and Employability Service activities as needed.
- Carry out any other relevant duties assigned by the Placement Officer.

The ideal candidate will have:

Essential

- Level 8 (Honours) Degree or an equivalent professional qualification.
- Minimum three years' relevant work experience in higher education, student engagement, recruitment or business development environments;
- Strong administrative, time-management and organisational skills, including evidence of delivering in a metric driven environment whilst managing complex and sometimes competing workloads;
- Excellent IT skills and experience in using digital technologies and relevant software applications;
- Proven experience working with key stakeholders across a large organisation, preferably within Higher Education Institutions;



- Excellent communication, influencing, teamwork, and networking skills, with a proven ability to build relationships across diverse stakeholders.
- Ability to work both independently and collaboratively, including the self-motivation to identify and undertake self-directed work;
- Solutions-focused, adaptable, and proactive, with a positive approach to problem-solving.
- Strong knowledge and understanding of GDPR requirements with a demonstrated ability to exercise discretion while handling sensitive and confidential data and documentation.

Desirable

- An understanding and appreciation of the graduate labour market and the student placement experience.
- Experience with education technology and data analysis tools.
- Understanding of University systems, policies and procedures;

Student Skills and Success

Student Skills and Success plays a central role in enabling MU students to fulfil their potential by partnering with them to understand their experiences and perspectives. The unit supports students in navigating the complexities of university life, fostering a sense of belonging, and encouraging them to embrace the full range of opportunities MU offers. Through this support, students are empowered to thrive, make the most of their time at MU, and imagine and create a better future. This unit comprises Student Success and Engagement (including Orientation), Academic and Programme Advisory, Academic Writing Support Services, and the Careers and Employability Service.

Office for Students and Learning

The Office for Students and Learning champions student engagement and co-creation, ensuring that the student voice underpins the strategic direction of educational activities. It also provides strategic guidance through the Centre for Teaching and Learning, driving educational enhancement initiatives grounded in research and best practices. Additionally, it oversees the University's teaching and learning function, supporting staff in teaching, assessment, and student support. The office is the university driver for student employability and success through Student Skills and Success, which includes the Careers and Employability Service. It works very closely with other teams across the University to support students and is committed to the health and well-being of students, leading the development of comprehensive support systems, collaborating closely with the Maynooth Students' Union, and championing a positive student 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 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;
- 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 month of June 2026;
- The appointment is expected to be effective from 1st of July 2026 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 / Polasáí 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

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| Tenure | These are full time, permanent positions. |
| Salary | Senior Executive Assistant: €47,203– €57,396 p.a. (7 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 |



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| | Annual leave will be allocated on a pro-rata basis for part-time and temporary positions. |
| 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:</p> <p>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:</p> <p>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.</p> |



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| | 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, 31st of May 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

