



Ollscoil Mhá Nuad Maynooth University

Maynooth International Engineering College Academic Liaison 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 an experienced academic administrator to work in the Maynooth International Engineering College (MIEC). The MIEC offers four programmes in Fuzhou, China, in partnership with Fuzhou University. The role will require engaging with the administrative functions in Maynooth University and Fuzhou University, the development of new administrative processes, class timetabling, managing the examinations processes, and support academic staff in Ireland and China in the delivery of their programmes.

As a trans-national educational initiative, this role will provide the opportunity to engage with colleagues from many nationalities, and at times may require travel to China, when conditions permit.

Principal Duties

Administrative and other duties:

This will include:

- Co-ordination of the academic functions between the MIEC in MU and the academic structures in FZU;
- Registration process for students in Fuzhou and Maynooth Universities.;
- Collation and preparation of academic results for both academic systems;



- The full exam process, including paper collation, quality checks, scheduling, and result collation;
- Working closely with Fuzhou University staff on operational and student-related issues;
- Continuous improvement of academic processes for the joint college;
- Providing administrative support to students relating to Maynooth University supports and student records.

The ideal candidate will have:

Essential

- Demonstrated ability to deliver clear, compelling communication to diverse audiences both within and beyond the university, particularly considering different cultural and language aspects;
- A proactive approach, with the confidence and ability to work on their own initiative, analysing problems, and identifying potential solutions to those problems, and recommending a course of action for agreement with the Head of School;
- Ability to work in a collaborative approach with others;
- A flexible approach to handling a variety of tasks, occasionally outside of standard office hours;
- Excellent organisational and time-management skills;
- A positive, constructive and friendly approach to communication with internal and external stakeholders;
- An adaptable and flexible approach to adjusting priorities in a constantly changing environment;
- Excellent IT skills that can inform the development of administrative planning and implementation;
- The ability to exercise, and recognise the need for, discretion and confidentiality regarding information and documentation, in line with GDPR and national regulations.

Desirable

- Relevant qualifications and/or relevant relative experience.
- Significant experience of the student-related academic processes in a University/Third level education setting, specifically the exam processes with experience preparing exam grades and preparing for exam boards.
- Experience of working on joint or shared programmes with international partners, including the compliance with dual academic regulations, shared processes, and addressing process inconsistencies.
- Experience in working with international students.



Faculty and Research Institutes

The Faculty of Science & Engineering comprises the Departments of Electronic Engineering, Theoretical Physics, Experimental Physics, Mathematics & Statistics, Biology, Chemistry, Computer Science, and Psychology. The role of the Faculty is to co-ordinate 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 in the priority thematic areas and to build research capacity across disciplines. These include the Hamilton Institute for Mathematics, Communications and Computation, the Kathleen Lonsdale Institute for Human Health, and the Institute for Assisted Living and Learning.

Maynooth International Engineering College (MIEC)

Maynooth University and Fuzhou University in Fujian Province, China have set up a joint college, which will offer four Maynooth University undergraduate programmes in computer science and electronic engineering (BSc in Computer Science and Software Engineering, BSc in Robotics and Intelligent Devices, BSc in Multimedia, Mobile and Web Development, BE in Electronic Engineering). The first intake of students was in September, 2019. Upon graduation, students will be awarded Maynooth University degrees. The joint college student body has now grown to 1,200 students.

Fuzhou University is one of China's key national universities and is a member of the "211 Project", a Chinese government programme to support the rapid development of the top 100 universities. Fujian Province in southern China, where the city of Fuzhou is located, is one of China's most economically dynamic regions and scores highly on various quality-of-life indices.

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 treochar 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;
- It is anticipated that interviews will be held in June;
- The appointment is expected to be effective from early July 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 / 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, anticipated to be until May 2031.
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 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



	<p>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, 31st 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

