



Ollscoil Mhá Nuad Maynooth University

Admissions and Student Recruitment Office Administrative Officer II (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.

The Admissions and Student Recruitment Office plays a vital role in attracting, selecting, and admitting talented students to the University. Our work focuses on the recruitment of CAO undergraduate EU students, using targeted outreach, school liaison, and promotional activities to raise awareness of our programmes and guide prospective students towards making an application.

Alongside student recruitment, the office manages the full lifecycle of the undergraduate EU admissions process. This includes:

- **Application Management** – receiving and verifying CAO applications, ensuring that all documentation is complete and meets entry requirements.
- **Assessment and Decision-Making** – working in line with University policies and national regulations to assess eligibility, calculate points, and determine offers.
- **Offer Management** – issuing offers promptly, managing deferrals, and processing acceptances through the CAO system.
- **Communication and Guidance** – providing clear, timely updates to applicants, parents, and schools, and responding to queries to ensure a smooth applicant journey.
- **Collaboration and Compliance** – working with academic departments, Registry, and external bodies to ensure the integrity, fairness, and efficiency of the admissions process.

Our goal is to deliver a seamless transition from application to offer stage, ensuring every applicant receives a professional, efficient, and supportive experience. By combining strong administrative processes with a student-focused approach, the Admissions and Student Recruitment Office helps maintain the University's reputation for excellence and accessibility.

We are now seeking an Administrative Officer to play a key role in supporting the admissions function of this work. The postholder will provide high-level administrative and operational support across the undergraduate EU admissions process, ensuring that applications are processed accurately and efficiently from initial receipt through to offer stage. Working closely with colleagues across the Admissions and Student Recruitment Office, as well as academic departments, the Administrative Officer will help maintain smooth workflows during peak periods, uphold compliance with policies and regulations, and contribute to delivering an exceptional applicant experience



Principal Duties

Administrative and other duties:

The successful candidate will be required to carry out a range of duties, including but not limited to the following:

- Support the undergraduate admission team in all processes and functions in relation to the first year intake of approximately 4,000 students annually.
- Processing undergraduate applications, using various application IT database systems.
- Support the mature student application and assessment processes, liaising regularly with academic departments and communications to applicants.
- Support the EU application process, including assessment of applications and decision making.
- Support the offer process for HEAR and DARE applicants, Advanced Entry, Internal Transfer, Occasional Study, Sport Scholarship, Turn to Teaching, and various entry cohorts.
- Deal promptly with numerous admissions enquiries via e-mail, online application, telephone, and in person and follows up such enquiries as appropriate.
- Respond to and engage with applicants, academic departments and other university colleagues' enquiries.
- Contribute to the development and implementation of admissions policies and procedures, in relation to undergraduate entry.
- Assist in compiling statistical reports on admissions numbers for departments, faculty and the Undergraduate Admissions Officer/Director of Admissions.
- Drafting and maintaining standard operating procedures and training manuals.
- Represent the undergraduate admissions function at Maynooth University Open Days.
- Undertake any other duties assigned by line manager.

The ideal candidate will have:

Essential

- Have 3 years relevant administration experience, working in a university or similar environment
- Exceptional administrative and organisational capabilities, with evidence of managing complex workloads and effectively executing concurrent tasks under strict, challenging, and often conflicting deadlines.
- Demonstrated ability to work as part of a team, supporting colleagues.
- Have excellent report administration skills and IT skills; in particular MS Office suite and electronic file management, and the ability to learn how to use new information systems.
- Have excellent interpersonal and teamwork capacities, and an ability to effectively liaise with university staff, students, university partners and other external stakeholders in a professional and collaborative manner.
- Strong experience in a service environment with demonstrated excellence in attention to detail and proven ability to communicate in a clear, professional and transparent manner in written and oral correspondence.
- Ability to handle confidential information with discretion and professionalism.
- Flexibility in relation to working hours (and working weekends) required during CAO allocation season and Maynooth University Open Days.

Desirable

- Previous experience working in an administrative role supporting undergraduate admissions functions
- Knowledge of university admissions processes, CAO procedures, or higher education regulations.
- Experience working in student recruitment, customer service, or applicant-facing roles.
- Familiarity with Irish and EU qualification frameworks and entry requirements.



Admissions and Student Recruitment Office

The Admissions and Student Recruitment Office has a commitment to high quality service to applicants, parents, guidance counsellors and current and potential students.

The Office functions include:

- Management of the admissions process for undergraduate and postgraduate students, both EU and International.
- Promotion and growth of the university's EU undergraduate and EU postgraduate applications
- Collaboration with academic faculties and departments to develop and refine the portfolio of undergraduate, postgraduate and micro credential programmes.
- Management of the Maynooth University Microcredentials Programme, an IUA Human Capital Initiative funded project).

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 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years 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 in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. 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 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. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

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 dtaithe 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;
- Appointments will be approved by the President based on the report of the selection board;



- It is anticipated that interviews will be held during the month of October 2025;
- 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.

Terms and Conditions

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| Tenure | This is a full-time, temporary post, on a specified purpose basis anticipated to be 12 months duration. This may be subject to change. |
| Salary | Administrative Officer II (2025): €46,418 – €65,806 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. Flexibility will be required to support the business needs at busy times and during Open Days. This may include working outside of normal office hours and at weekends. |
| 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 |



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| 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 Law

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, 21st September 2025**

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

