



Ollscoil Mhá Nuad Maynooth University

Careers and Employability Service Student Skills and Success Careers Advisor (Permanent)

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 Careers and Employability Service (CES) within the Student Skills and Success division of the Office of Students and Learning is currently seeking a self-motivated, flexible and dedicated Careers Advisor to join the team to deliver a range of career, employability and professional services to students at all stages in their university experience, enabling effective career planning and progression. They will report to the Head of Careers and Employability. This includes one-to-one careers guidance, careers education in collaboration with academic staff, workshops, and employer engagement.

The role supports the Careers and Employability Service and the Maynooth University's strategic plan (2023-2028) and its core mission, "To imagine and create better futures for all," enabling our graduates to become "highly employable nextgeneration creators and decision-makers."

This role encompasses a diverse range of responsibilities with a strong external focus and requires strong communication, collaborative and project management skills. It represents an excellent opportunity for a highly motivated individual who is committed to supporting students in their career development and contributing to university-wide careers and employability initiatives.

Principal Duties:

Administrative and other duties:



This will include:

Careers Guidance, Coaching and Advice

- Provide professional and tailored one-to-one and group careers guidance (in person and online) to all students across faculties and to recent graduates.
- Apply effective career guidance models and coaching tools to support diverse student cohorts.
- Undertake initiatives and projects to promote career development awareness and early career engagement and to raise career planning capabilities among students across the university.
- Respond to career-related queries via email and online channels.

Careers Education

- Collaborate with academic colleagues to integrate career development into or along-side curricula.
- Design and deliver credit and non-credit bearing modules, workshops, and online learning materials for all students and specific cohorts.
- Maintain strong working relationships with internal and external stakeholders.

Employability Initiatives

- Deliver engaging workshops on career planning and employability which includes; CVs, interviews, further study, job search, and the recruitment process.
- Research and develop labour market resources and employer expectations.
- Contribute to the creation of careers content and digital resources.
- Develop opportunities for students to meet, interact with and network with relevant graduate employers.
- Promote career and employability opportunities to students and graduates.

Employer Engagement

- Develop and maintain relationships with employers and professional bodies.
- Create opportunities for students to engage directly with employers across the student experience.
- Organise and participate in events such as careers fairs, employer panels, networking sessions and career mentoring opportunities.
- Stay informed on labour market trends and graduate recruitment practices.

Resource Development and Technology

- Create and enhance relevant and accessible careers resources.
- Use technology and digital platforms to improve student supports and delivery and to enhance careers resources.

Planning and Project Management

- Lead or contribute to assigned key projects within CES.
- Support the annual Graduate Outcomes Survey through data collection and reporting.
- Provide regular progress updates to the Head of Careers and Employability Service.
- Represent the CES on university committees as required.
- Contribute to strategic planning and development of new initiatives.

Digital Communications

- Contributing to and supporting student and employer communication strategies with (e.g. campaigns, newsletters, email marketing).
- Creating digital content using design tools.
- Managing or contributing to the work of CES professional social media platforms



Personal and Professional Development

- Participate in activities and opportunities that support ongoing personal and professional development.
- Contribute to events and activities of Association of Higher Education Careers Service (AHECS) and Association of Graduate Careers Advisory Services (AGCAS).

General Duties

- Undertake general careers advisory duties and contribute to the smooth running of the CES.
- Support cross-functional events and initiatives within the CES and Office of Student Skills and Success.
- Carry out any other duties as assigned by the Head of Careers and Employability or Head of Student Skills and Success

The ideal candidate will have:

Essential:

- A primary degree or equivalent at NFQ Level 8.
- A postgraduate qualification (or in process of completing) in Career Guidance.
- Minimum of three years' recent work experience in a career / professional development and programme delivery role.
- Good knowledge of career development, coaching and employability models and approaches.
- Experience of one-to-one and group career guidance sessions.
- Empathetic and person-centred approach to all student interactions, and ability to demonstrate understanding and sensitivity to student needs.
- Knowledge of trends in the labour market and future skills needs.
- Excellent interpersonal and relationship management skills and the ability to establish effective working relationships with key stakeholders including students, employers, and staff.
- High level of initiative is required, including innovative, collaborative and flexible approach to work.
- Excellent IT skills and a high level of comfort with new systems and technology.
- Strong organisational and project management skills and proven ability to plan, prioritise and manage time to achieve objectives within agreed timeline.
- Strong reporting abilities; proven ability to provide reports on progress of all projects and activities.
- Ability to operate within a strong team-working environment and effectively collaborate in addition to working independently.

Desirable:

- Experience of working in a third level education institution in a similar role.
- Experience with education technology and data analysis tools.

Department

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 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 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>

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 July 2025.
- The appointment is expected to be effective from 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

Tenure	This a full-time, permanent post.	
Salary	Administrative Officer AO1 (2025)	€58,634 – €83,657p.a. (1-9 points)
	Appointments will be made in accordance with public sector pay provisions.	



Hours of work	<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>
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>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.
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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 13th July 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

