



Maynooth University Ollscoil Mhá Nuad

Maynooth University Access Programme (MAP) MAP Student Advisor (Part-Time/0.4FTE) (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.

Our greatest impact on society is through inspiring and educating creative, inquisitive and critically engaged minds. We have a reputation for authentic, strengths-based access initiatives, supporting participation, engagement, and progression for all students.

We recognise that individual student needs vary greatly and that in addition to our universal student supports, dedicated support for complex additional needs is hugely beneficial in ensuring student success. Our Maynooth Access Programme (MAP) Student Advisors are a key part of how we support the access, retention, and success of students from groups identified in the [National Access Plan 2022-2028 \(NAP\)](#) as having low participation in higher education. These groups include students from socio-economically disadvantaged backgrounds, mature students, further education award holders, lone parents, refugees and protection applicants, care-experienced students, students with disabilities, and members of the Traveller and Roma communities.

MAP Student Advisors provide tailored, student-centred guidance and support through both one-to-one and group settings. They assist students identified in the NAP as having low participation in higher education in navigating university life and conduct individual needs assessments to identify additional supports as needed, to help students thrive. The MAP Student Advisor role involves assessing, coordinating, and ensuring integrated delivery of a broad range of internal and external academic, personal and financial supports, for students from NAP priority groups. MAP Student Advisors work collaboratively with colleagues across the University and with external stakeholders.

Reporting to the MAP Student Advisory Manager within the Maynooth Access Programme (MAP), MAP Student Advisors are based in the Maynooth Access Office as part of a multidisciplinary team that includes outreach and student support professionals, clinical and technical specialists, and administrative staff. While MAP Student Advisors currently report to the MAP Student Advisory Manager, the breadth of engagement with colleagues across the university means that reporting lines can change in line with future organisational/structural reviews and developments as the service expands and develops.

Principal Duties



Administrative and other duties:

- Provide expert guidance and support to prospective and current students identified in the [National Access Plan 2022 -2028](#) (NAP) as underrepresented in Higher Education (HE) with the aim of supporting their access, retention, and success.
- Assess the academic and support needs of students, interpreting professional reports and conducting needs assessments to determine reasonable accommodations, assistive technology needs and appropriate supports for students to enable successful learning outcomes.
- Manage a caseload of students, coordinating and monitoring the delivery of supports and accommodations in collaboration with academic and administrative departments.
- Maintain and develop appropriate referral, advocacy, and signposting relationships, both within the University and with external agencies.
- Coordinate the trauma-informed response to students with complex or escalating support needs, contributing to case meetings, liaising with academic and support staff, and ensuring agreed actions are implemented, documented, and followed up.
- Work collaboratively across the University to provide expert advice to staff on the needs of underrepresented students and on creating inclusive learning environments.
- Design, coordinate, and deliver targeted student support initiatives in line with strategic priorities. These may include orientation programmes, Open Days, the MAP Mentoring Programme, MAP Academic Advisors, placement support, targeted financial supports, assistive technology, and accessible accommodation.
- Analyse and report on student data using Microsoft 365 and institutional systems, identifying trends, tracking outcomes, and generating insights to inform strategic planning and service delivery.
- Provide feedback on service delivery and contribute to continuous improvement processes in response to evolving and complex student needs.
- Promote student engagement by designing and delivering high-quality workshops, promotional campaigns, and communications across both digital and in-person platforms.
- Contribute actively to institutional strategic projects, partnerships, and policy developments aimed at promoting equity, inclusion, and student success.
- Represent MAP in internal and external forums and professional networks, building strong collaborative relationships and staying informed of sectoral developments.
- Engage in ongoing training and professional development to maintain and enhance expertise in widening participation, student support, and inclusive practice, and to meet relevant competency and compliance standards.

The ideal candidate will have:

- Demonstrated in-depth knowledge of the specific needs of a diverse student population and a strong understanding of the challenges and opportunities involved in increasing participation among equity groups in higher education.
- Knowledge of national widening participation policy, including the *National Access Plan 2022–2028*, and relevant legislation such as the Equal Status Acts and the Disability Act.
- Proven experience supporting individuals from underrepresented or disadvantaged backgrounds.
- Ability to assess academic and personal support needs, interpret professional documentation, and conduct structured needs assessments that result in effective and appropriate supports.
- Demonstrated experience managing complex caseloads and workflows in a fast-paced, student-centred environment, with strong administrative and documentation skills.
- Proven ability to plan, lead, and evaluate projects independently in a dynamic support or education context.
- Excellent organisational and time-management skills, with a consistent ability to meet deadlines while maintaining attention to detail and accuracy.
- High proficiency in Microsoft 365 tools (including Excel, SharePoint, and Outlook), with experience using databases and case management systems to monitor, manage, and report on student engagement and outcomes.



- Strong communication, negotiation, and problem-solving skills, with the ability to advocate effectively for students and think strategically under pressure.
- Excellent interpersonal and relationship-building skills, with a proven ability to engage professionally, empathetically, and effectively with stakeholders.
- Ability to work both independently and collaboratively, using initiative, professional discretion, and sound judgement.
- A track record of building and sustaining productive working relationships with a wide range of internal and external stakeholders.

Essential

- A Level 8 degree in a relevant discipline (e.g. Education, Social Work, Psychology, Youth and Community Work, Social Policy, or related field) due to the role's need to understand the higher education environment, navigate complex student needs and make informed professional decisions that deliver impactful support.
- Minimum of 3 years' relevant experience in student-facing support, such as advisory, advocacy, mentoring, or casework supporting students/ individuals from one or more of the National Access Plan priority groups.

Desirable

- A postgraduate qualification in a relevant discipline (e.g. guidance counselling, educational leadership, disability support, social justice), to support advanced knowledge and critical skills in implementing inclusive practice, national policy, and in leading out on student-centred initiatives in a complex higher education environment.
- Experience of assistive technology, particularly as it relates to supporting students with disabilities or additional learning needs in a higher education context.
- Experience of working in an education setting assessing the academic and support needs of students, interpreting professional reports, and conducting formal needs assessments.
- A strong working knowledge of the higher education landscape, including academic programmes, assessment structures, policies, and institutional processes.

Maynooth Access Programme

The Maynooth Access Programme (MAP), established in 1998, delivers on the University's commitment to widening participation and advancing equity in higher education by creating inclusive and enabling learning environments where all students can thrive. Led by the Maynooth Access Office and delivered in collaboration with colleagues across the University and external partners, MAP includes initiatives that increase access, enhance student success, and foster an inclusive campus culture. The programme includes targeted outreach, tailored pre-entry and post-entry supports, and a comprehensive student advisory service for individuals who face social, financial, educational, or disability-related barriers. In line with national policy priorities, including the *National Access Plan 2022–2028*, MAP supports a wide range of students, including those from socio-economically disadvantaged backgrounds, mature students, further education award holders, lone parents, refugees and protection applicants, care-experienced students, students with disabilities, and members of the Traveller and Roma communities. Maynooth University has developed a strong national reputation for access and inclusion, with 28% of all new undergraduate entrants in 2024–2025 coming from National Access Plan priority groups. The Maynooth Access Office is led by the Director of Access who reports to the Vice President for Equality and Diversity, along with the Equality Officer, the Equality Project Officer, an EDI Data Analyst, Executive Assistants, and the Director of the Centre for Inclusive Higher Education.

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 week of the 22nd September 2025.
- The appointment is expected to be effective from October/November 2025, 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.

Terms and Conditions

Tenure	This is a part-time (0.4FTE) temporary post for a specified purpose (temporary replacement cover) which is anticipated to cease on 5/1/2026.
Salary	Administrative Officer II (2025): €45,958 – €65,154 p.a.pro rata (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	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/ 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. Former Irish Public Service employees - Certain Restrictions on Eligibility 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: • 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 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, 31st August 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

