



Maynooth University Ollscoil Mhá Nuad

Arqus European University Alliance – International Office Arqus Alliance Project and Events Coordinator 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.

We are seeking a talented and motivated individual to join our team as Administrative Officer II for the Arqus Alliance which Maynooth University is a proud member of, in collaboration with European partner universities; University Claude Bernard Lyon 1, University of Granada, University of Graz, Leipzig University, University of Minho, University of Padua, Vilnius University, and the University of Wrocław.

The successful candidate will support the MU Arqus Alliance Manager and provide administrative, project and event management support with the objective of supporting participation among the MU campus community in the various activities and opportunities offered through the University's membership of the Alliance. The post holder will play a key role in preparing Maynooth University to host the Arqus Alliance Annual Conference, as well as be the first point of contact for assigned Arqus Alliance working groups and will support MU staff and students who wish to be involved in Arqus Alliance initiatives.

The Arqus Alliance Project and Events Officer will be part of a small but busy team and will report to the Arqus Alliance Manager. The successful candidate will have the ability to work well in a team environment but will also have demonstrated their ability to use their own initiative. The appointee will demonstrate a strong awareness of international education and interculturalism. The successful candidate will also have an opportunity to partake in international travel among the 8 other Arqus Alliance members across Europe.



Principal Duties

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

- Support the Arqus Alliance Manager in all relevant activities and assist with associated administrative, financial, monitoring and reporting processes.
- Plan and coordinate the organisation of on-campus events and virtual campaigns aimed at supporting and enhancing the Arqus Alliance among the Maynooth University community.
- Be part of the coordination team leading Maynooth University's preparations to host the 2026 Arqus Alliance Annual Conference.
- Provide administrative support and guidance to Maynooth University staff and academics engaged in Arqus Working Groups and other related activities.
- Manage assigned Arqus related project timelines, deliverables, and stakeholder communication.
- Support budgeting, logistics, and administrative tasks related to Arqus projects and events.
- Contribute to promotional activities and communications to enhance project visibility.
- Enhance and maintain excellent working relationships with Arqus partner universities and relevant internal and external stakeholders, such as the National EUI Forum and the HEA.
- Provide strategic administrative support to the Arqus Alliance Manager as and when required.
- Liaise with academic departments and support units within the University, and with Arqus Alliance partner institutions and other stakeholders nationally and internationally.
- Maintain data integrity standards through effective collaboration with relevant university services.
- Other administrative and organisational tasks as may be required from time to time by the Arqus Alliance Manager, the International Office Directors or the Vice President International.

The role may require work outside normal office hours at various times of the year and will potentially involve international travel. Applicants should note that holidays may not be taken during peak times (September, January, and other times, depending on assigned duties).

Candidates are expected to clearly address the job requirements in their application (incl. cover letter and CV).

The ideal candidate will have:

Essential

- At least 2 years relevant work experience developing and implementing projects.
- Good knowledge and experience working within international education.
- Experience in coordinating and organising projects and events, ideally in a university setting.
- Experience in stakeholder engagement and partnership development.
- Confident at public speaking with ability to deliver presentations and project reports to relevant stakeholders.
- Excellent IT skills, including MS Office suite, information management systems, and online communication tools.
- Outstanding interpersonal and communication skills, and the ability to develop positive working relationships internally and externally.
- Excellent organisational and time management skills with the ability to plan and prioritise tasks and meet multiple deadlines with accuracy and attention to detail.
- Ability to work well autonomously and as part of a team, depending on the task at hand.
- Strong problem-solving skills with the ability to identify issues and propose solutions.
- A strong strategic mind-set and the ability to think imaginatively about new projects, initiatives, and opportunities.
- The ability to work with confidential material in a discreet manner and maintain the highest professional standards so that the reputation of the University is enhanced.



- Ability to engage in international travel, primarily within Europe, on an occasional basis throughout the year.
- A flexible approach in handling a variety of tasks, occasionally outside office hours.

International Office

The International Office (IO) is responsible for managing international partnerships, incoming and outgoing Erasmus+ and non-EU exchange programmes, international marketing and promotion, non-EU international student recruitment and conversion, and the provision of guidance and support pre- and post-entry to the University. The IO also encompasses the Arqus European University Alliance and the Maynooth International Engineering College (MIEC). The office has a commitment to high quality service to all international applicants and students on campus, as well as to Maynooth University students and staff who wish to participate in Maynooth University's outgoing mobility programmes.

Maynooth University's Strategic Plan 2023-28

Internationalisation is a key goal of Maynooth University's Strategic Plan 2023-28. The University is committed to enhancing opportunities for all students and staff to think and engage globally, signaling our commitment to world-class, internationally informed education and research. This is an exciting period of growth for the IO, as it will play a key role in achieving this strategic goal. We aim to further internationalise our student population and our campus, expand and diversify our international strategic partnerships, and facilitate international opportunities for all.

Arqus European University Alliance

The Arqus Alliance is an alliance of 9 European universities who have come together with a common goal for students, academics, researchers, and administrative staff to participate in changing and transforming the University from the current concept into a University without barriers. Maynooth University joined the Alliance in 2023 and is growing its engagement in Alliance activities such as new research collaborations, student and staff exchanges, and summer schools and workshops.

Maynooth International Engineering College (MIEC)

Established in 2019, MIEC is a joint international partnership between Maynooth University and Fuzhou University in Fujian province in China. On the Fuzhou campus, MIEC currently offers four Maynooth University undergraduate programmes in Engineering & Computer Science, taught through English. Through the partnership, we are also developing research collaborations between the two universities and offering MIEC students opportunities to undertake Masters and PhD programmes at Maynooth University.

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 is now acknowledged to be one of the leading young universities in the world, and in 2022 ranked # 1 in Ireland in the latest Times Higher Education (THE) Best Young University Rankings. 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.

Principles and Values

Maynooth University is committed to the following values:

- Scholarly rigour;
- Academic freedom;
- Integrity and ethical behaviour;
- Collegiality, transparency and trust;
- Equality, inclusiveness and social justice;
- Operational excellence, organisational flexibility and responsiveness;
- Dignity, respect and care for the individual.

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;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held in May 2025;
- The appointment is expected to be effective as soon as possible thereafter.



Equality and Diversity

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasáí Comhionannais agus Éagsúlachta](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University. We aim to reflect the diversity of the community we serve and welcome applications from all individuals, in particular from people underrepresented in our workforce.

Terms and Conditions

Tenure	This is a full-time, temporary post for a specified purpose, anticipated to be 12-18 months in duration.
Salary	Administrative Officer II (2024): €45,958 – €65,154 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, details of the 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 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.



	<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 **Tuesday, 6th May 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

