



Ollscoil Mhá Nuad Maynooth University

Registry: Student Records Executive Assistant (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 Student Records Office requires an organised and efficient administrator to support the work of a very busy office. The role is varied and involves operational and administrative duties and requires a blend of exceptional communication skills coupled with a high level of IT and data handling skills. Among the chief responsibilities are assisting in the accurate execution of the student registration process, and the administration of supports to students and staff before, during and after registration, including the issuing of official academic transcript of results, the European diploma supplements, and student identity cards. The persons appointed will work as part of a team in a deadline driven office, to support the delivery of key services to students and staff.

Principal Duties

Administrative and other duties:

This will include:

- Working with the team to ensure the timely and accurate delivery of registration related services and tasks arising as part of the operations of the office;
- Supporting students and staff with complete professionalism and a commitment to first class customer service;
- Communication of clear and accurate information in person, via website, email and telephone, on a proactive basis and in response to queries, while ensuring compliance to GDPR at all times;
- Data compilation, data entry, data processing and verification;
- Assisting in checking and validating data integrity and resolution of anomalies and errors in relation to application data, student data, programme data and statistical data required for external bodies such as the HEA;
- Supporting Registry's initiatives and participating in project teams in new or further developments of processes and systems;



- Supporting staff within the university in the development of skills in specialist areas across a wide variety of administrative and technical activities – e.g., support staff in the use of Registry systems and procedures;
- Any other duties or projects in the Student Records Office and wider Registry as allocated by the Student Records Officer and/or her nominee.

Applicants should note that at certain critical periods, there will be a requirement to work outside normal office hours (occasionally at short notice), including weekends, to meet specific deadlines. It will not be possible to take significant amounts of annual leave at certain critical periods for this post. The responsibilities of the post holder may change over time, in line with the on-going development and reorganisation of Registry, its processes and services.

The ideal candidate will have:

Essential

- Primary degree or equivalent professional experience (i.e., a minimum of 3 years relevant administrative experience, preferably in the educational sector);
- Strong ethos of working with and within a team, with a demonstrated commitment and willingness to working collegially in a team environment to contribute to the team's overall objectives;
- Proven ability to work on own initiative, to manage several issues simultaneously, to meet strict deadlines and to manage the competing priorities which may be set by others;
- An ability and an aptitude to follow procedure and willingness to learn new skills and work flexibly on different tasks;
- A willingness to seek continuous improvement and to share skills with others to enhance the service;
- Excellent and proven IT skills, including experience of working accurately with databases and systems;
- Professional discretion, and an ability to communicate effectively, in person and in writing;
- Experience of prioritising competing tasks and working accurately in a deadline-driven environment as a productive team member and independently;
- A proven excellent level of attention to detail in both written and numerical work;
- Experience of data verification and analysis, with an awareness of the issues around data protection and GDPR.

Desirable

- An understanding of the life cycle of the student registration process;
- Experience of large volume data processing;
- Knowledge of student information systems – e.g., ITS, Workbench;
- Knowledge of university policies and regulations.

Faculty and Research Institutes

The Student Records Office is part of Maynooth University Registry and is responsible for maintaining the formal record of students' registration and their achievements. The unit is responsible for the organisation of student registration, the collection and maintenance of accurate data on student registrations, maintaining the enduring records of student achievement, and for the provision of academic transcripts. The office is the main user of the student records software (ITS) and works with the CAO and MU Apply systems in student admission. The Student Records office is a busy unit with



high volumes of student interaction, where efficient service to staff and students is required, and where accuracy of data and precision of process are essential.

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;
- 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 March 2025;
- The appointment is expected to be effective from 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 full-time, permanent post.
Salary	Executive Assistant (2025): €31,713 – €47,950 p.a. (13 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	<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:</p> <p>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:</p> <p>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, 27th April 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

