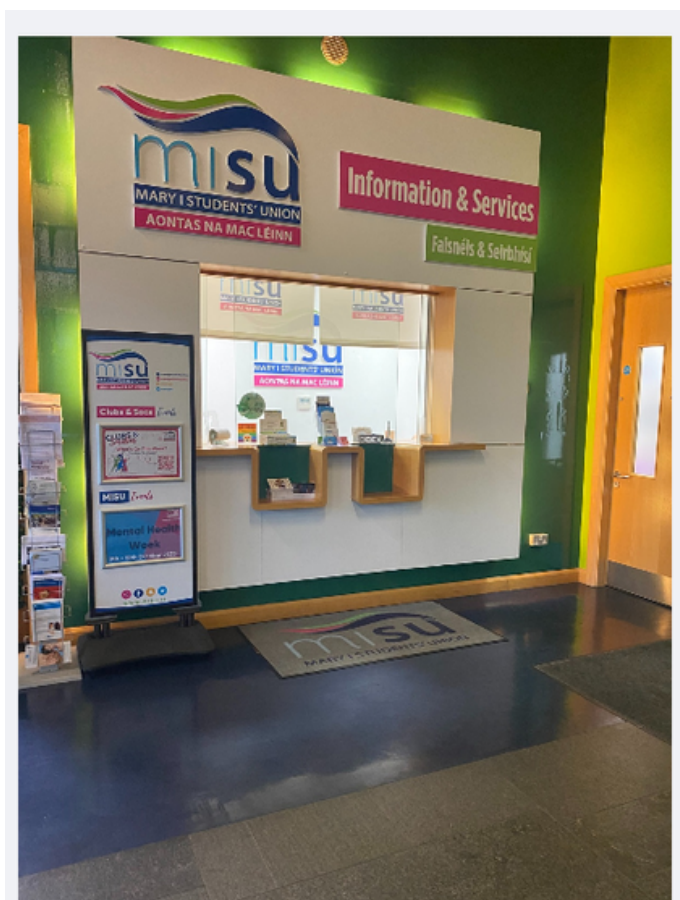


Administrator

Information Pack

July 2026



061-400013



www.misu.ie



studentsunion@mic.ul.ie

WELCOME

We are delighted that you are considering the role of Administrator with Mary Immaculate College Students' Union (MISU).

MISU is the recognised representative body for the undergraduate and postgraduate students of Mary Immaculate College (MIC), Limerick and Thurles. The students of MIC are our members, and it is our role to provide support to and representation for them during their time in MIC. We help to make College life easier for them.

Our mission statement is: Giving you a voice, helping you to use it, and enriching your college experience. We give students a voice and help them to use it through our Representation, Advocacy and Leadership activities, and we enrich their college experience through the provision of Services, Clubs & Societies, Events and Facilities. MISU is independent of MIC, but we work closely with the College in the interests of our members.

This pack is designed to give you the information you'll need about the role, MISU and the benefits of working with us.

ABOUT MISU

MISU is the recognised representative body for the students of Mary Immaculate College. MISU has been a full-time professional representative for the MIC student body for more than two decades.

MIC students are an integral part of the MIC community, and MISU is here to champion their voice and experience within that community. MISU works to enhance life in MIC so that students' rights are protected, their needs and entitlements are met and their time in MIC is made valuable to their education and development, as well as fulfilling and enjoyable.

Student representation is the core of what we do, with the student body represented by a team of elected student officers. In addition to representation, the provision of Student Support Services, Clubs & Societies, Information Services and Commercial Services assists MISU in the delivery of a holistic and fulfilling student experience.

MISU operates as an unincorporated entity with our core activities and operations funded through a capitation grant.

Our commercial services provide an additional financial stream for us and these services are incorporated as a Designated Activity Company (DAC) known as MISU Commercial Services DAC.



WORKING WITH US

MISU is a dynamic, fast-paced, professional, positive and inclusive organisation. We are continuously growing, evolving and responding to and supporting the needs of our members.

Our values and principles underpin what we do, how we do it and what we believe in:

 OUR VALUES			 OUR PRINCIPLES		
WELCOMING	EMPOWERING	INCLUSIVE	DEMOCRATIC	ACCOUNTABLE	TRANSPARENT
PARTICIPATIVE	POSITIVE	RELEVANT	PROFESSIONAL	EFFICIENT & EFFECTIVE	PRO ACTIVE
SUPPORTIVE		STUDENT-CENTRED	FAIR & EQUITABLE		

In working with MISU, you will join a dedicated, supportive and inclusive team of Staff and Student Officers.

You will have access to an Employee Assistance Program, Professional Learning & Development Opportunities and a cycle-to-work scheme.

You will have 22 days holiday entitlement, in addition to bank holidays and college closure days at Easter and the Festive Period.

MISU is an equal opportunities employer

THE ROLE: ADMINISTRATOR

Days & Hours of Work	Monday to Friday, 09:00am to 05:00pm, in the main. Flexibility will be required regarding work hours especially at busy periods during term; any extra time worked will be given as TOIL (Time off in lieu)
Contract type	1-year Fixed-Term Contract
Start Date	Ideally, 1 st September 2026
Pay	€27,900 per annum
Location	Based on the Limerick campus with some travel required to the Thurles campus during semester time.

Purpose of the Role

To provide day-to-day administrative and operational support across the Students' Union, supporting the Information & Services Team, Clubs & Societies, basic financial administration, and general office operations.

Reporting Relationship

Reporting to the General Manager in the first instance but the post-holder will take day-to-day task direction from the relevant senior staff member depending on the area of work being carried out.

RESPONSIBILITIES

INFORMATION & SERVICES DESK

- Support the Senior Administrator, Information & Services with service delivery through the Information & Services Desk. As required, the role will be the first point of contact for students, staff, and visitors, in person, by phone, and by email
- Respond to general queries or signpost to other internal MISU services, MIC services or externally.
- Manage incoming and outgoing post, deliveries, and MISU room bookings
- Keep the Information & Services area, noticeboards, and public-facing information up to date

CLUBS & SOCIETIES

- Provide administrative support to the Clubs & Societies Coordinator
- Assist with the operation of the online membership management platform and document weekly membership figures.
- Provide day to day administrative support to student committees and support in identifying training requirements for committees
- First point of contact point for room bookings and facilities in MIC Limerick & Thurles for Clubs & Societies and in turn liaise with the relevant personnel in MIC.
- Assist with the organisation and running of the annual student awards

FINANCE

- Provide financial administrative support to MISU staff

GENERAL OPERATIONS

- Assist with the general upkeep and smooth day-to-day running of MISU offices and spaces.
- Support in the setup and breakdown of spaces for events, meetings, and elections and other MISU activities, as required.
- Support in maintaining accurate filing systems and assist with data entry/database management
- Support with maintaining a database of photos related to Students' Union activities in conjunction with the Senior Administrator, Information & Services and the MISU Content Creators
- Ensure MISU website is up to date
- Support MISU staff in the preparation of reports, documents, presentations as required.

RESPONSIBILITIES

Administration & Compliance

- Maintain accurate, secure, and confidential records relating to all departmental activities
- Contribute to and assist with MISU’s planning processes and reviews of its operations
- Contribute to and assist with the implementation of MISU’s Quality Improvement Action Plan
- Ensure full compliance with GDPR

Such other appropriate services as may be required from time to time

PERSON SPECIFICATION

Education Qualifications & Training	Essential	Desirable
Relevant Degree or Higher Education qualification	Y	
Commitment to professional learning & development	Y	

PERSON SPECIFICATION

Knowledge & Experience	Essential	Desirable
1-2 years proven office administrative experience	Y	
Strong working knowledge of Microsoft Office	Y	
Excellent interpersonal and communication skills, with the ability to interact professionally with students, staff, and external visitors	Y	
Strong organisational skills with the ability to manage multiple tasks and deadlines across different departments	Y	
Understanding of GDPR and confidentiality requirements	Y	
Experience in working in a fast-paced environment and as part of a small well-formed team.	Y	
Experience of working effectively on own initiative	Y	
Basic bookkeeping, invoicing, or financial administration experience		Y
Experience working in a students' union, higher education institution, or membership organisation		Y
Familiarity with online membership management platforms		Y
Experience with website content management systems (CMS) for keeping web content up to date		Y
Experience maintaining databases, filing systems, or records management (physical and digital)		Y

PERSON SPECIFICATION

Key Skills & Attributes	Essential	Desirable
Approachable, friendly, and professional manner, particularly when acting as first point of contact	Y	
High level of discretion and integrity when handling confidential or sensitive information	Y	
Flexible and adaptable, comfortable taking direction from multiple senior staff across different functional areas	Y	
Strong attention to detail, particularly for financial administration and compliance-related tasks	Y	
Proactive attitude, able to identify gaps and escalate appropriately	Y	
Willingness to work additional hours, where required, in line with the busier times of the Academic Year. Any additional hours worked will be accrued as Time Off in Lieu (TOIL)	Y	

Values & Ethics	Essential	Desirable
Commitment to working within a democratic, student-led environment	Y	
Understanding of and commitment to equal opportunities	Y	
Commitment to and passion for the values and purpose of a Students' Union	Y	

APPLICATION PROCESS

HOW TO APPLY

We would be delighted if you submitted an application for our Administrator role.

To do so, please visit www.misu.ie where you will find the application form and details on the supporting statement, which will need to be submitted along with your CV. These 2 documents will need to be uploaded to the application form.

The supporting statement helps us understand how your skills and experience match what we're looking for. Where there are a large number of applications for the role, the information supplied on the supporting statement will be used to shortlist applicants for interview.

If you experience issues in completing the form, please email recruitment@misu.ie

NEXT STEPS

The application form, CV and supporting statement must be received by 02:00pm on Monday, 10th August 2026. Late applications will not be considered.

It is expected that in-person interviews will take place early in the week of the 18th of August.

Applicants who are being invited to interview will be notified by Wednesday, 13th August.

The proposed start date is ideally, Tuesday 1st September 2026.

INFORMAL QUERIES

If you would like to have an informal chat about any aspects of the role, please contact Dee.Kennelly@mic.ul.ie

ABOUT MIC

Mary Immaculate College (MIC), founded in 1898, is a third-level Catholic College of Education and the Liberal Arts. MIC has close to 5,000 students participating in a multitude of academic programmes, over two campuses – Limerick and Thurles.

MIC is an ambitious university-level institution in the Catholic intellectual tradition, providing a unique learning experience within an ideal ambience for higher education participation. The College community promotes excellence in teaching, learning and research at undergraduate and postgraduate levels. It seeks to foster the intellectual, spiritual, personal and professional development of students within a supportive and challenging environment that guarantees the intellectual freedom of staff and students. The College endeavours to offer its students the means to a flourishing life through the highest quality of academic engagement within a rounded and holistic context of participation.

The College calls upon its learning community to make a difference in the broader world, bearing in mind a received obligation to galvanise efforts to foster social justice and promote equality for the most marginalised.





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TARA Building,
Mary Immaculate College,
South Circular Rd,
Limerick

Mary I Students' Union,
Mary Immaculate College,
St Patrick's Campus,
Cathedral Street, Thurles,
Co. Tipperary



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