Maynooth University
National University of Ireland Maynooth

Guidelines for Assignees from Agencies (International)

Contents

Fáilte go hOllscoil Mhá Nuad

Welcome to Maynooth University

As you are employed by an agency, you should familiarise yourself with your agency's policies, procedures, terms and conditions.

Find out what makes your placement at Maynooth University unique.

- ☐ [What makes Maynooth University unique](#)
- ☐ [Our Vision, Purpose, Values and Strategic Plan](#)
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Section 1: Eolas Ollscoile

University Information

Most of the learning in terms of the University, its people, systems and procedures will happen informally during your assignment with MU.

As an agency assignee to Maynooth University, there are a number of areas you should become familiar with. Each new assignee will have different needs, and we have listed key areas to support you in your service delivery to Maynooth.

This checklist and information guide will differ from person to person and assignment to assignment. We recommend you start on the first week by getting to know the department/area you are assigned to. Then become familiar with the structures and strategy of the Department and the University. The next step is getting to know the assignment and what is expected of you.

After this you should become familiar with the policies of the University. These are outlined under [Maynooth University Policies](#). Recommended but not limited to:

- ☐ Data Protection Policy

- ☐ Information and Data Security Policy
- ☐ Responsible Computing Policy
- ☐ Password Policy
- ☐ Health and Safety Policy

Tacaíochtaí Úsáideacha d'Fhostaithe
Useful Supports

- ☐ Refer to the Maynooth University website (www.maynoothuniversity.ie)
- ☐ Complete GDPR and IT Security compliance training
- ☐ IT Services ([IT Services | Maynooth University](#))
- ☐ Familiarise yourself with the Health & Safety procedures
- ☐ Any health and safety requirements for dress code (if applicable)
- ☐ Details of hazardous materials on site (if applicable)
- ☐ Details on accidents/near miss reporting procedures
- ☐ Emergency contacts ([Emergency Contact Numbers | Maynooth University](#))
- ☐ Library ([Library | Maynooth University](#))
- ☐ People Finder ([University People | Maynooth University](#))
- ☐ Dealing with students ([Student Services | Maynooth University](#))
- ☐ Centre for Teaching & Learning [Centre for Teaching and Learning | Maynooth University](#))

For all visitors to campus

- ☐ Details of fire exits, emergency procedures and assembly points ([Fire Safety | Maynooth University](#))
- ☐ Location of fire extinguishers
- ☐ Name of Fire Warden
- ☐ Name of First Aider
- ☐ Location of *First Aid Kit*

Struchtúir agus Straitéis
Structures and Strategy

- ☐ Outline of immediate assignment plan, important milestones and targets
- ☐ Organisation structure and departmental functions
- ☐ Who is who in the organisation – The President, Registrar, Bursar, Deans, Vice-Presidents, Heads of Department in the Faculty etc.
- ☐ Overview of MU Strategy and how it applies to the department
- ☐ Overview of the department – its goals and strategic objectives

Socruithe sa Roinn Féin

Local Department Arrangements

- ☐ Contact details for assigned manager and department staff
- ☐ When absent or sick you should contact your agency and your assigned manager in your department
- ☐ Get to know the department admin office and supports
- ☐ Location of service areas (tea/coffee/lunch/toilets/bins)
- ☐ Details on access to buildings (entrances/exits) and swipe cards/keys (if applicable)
- ☐ General security advice (closing windows, who locks office etc)
- ☐ Data Retention Schedule for your department

Tacaíochtaí do Mhic Léinn, gur mór d'fhostaithe bheith ar an eolas fúthu

Supports for Students, to be aware of (if the role involves student interaction)

- ☐ Academic Advisory Office ([Academic Advisory | Maynooth University](#))
- ☐ Writing Centre ([Academic Writing Support | Maynooth University](#))
- ☐ Maths Support Centre ([Maths Support Centre | Maynooth University](#))
- ☐ Access Office ([Access Office | Maynooth University)](#)
- ☐ Supporting Students with Disabilities ([Supporting Students with Disabilities | Maynooth University](#))
- ☐ Placement Office ([Placement Office | Maynooth University)](#)

Section 2: Teagmhálacha Ollscoile Úsáideacha

Useful University Contacts

My Contact Number:
My Work Email Address (if applicable):

Name	Phone number
Campus Emergency Contacts Security Emergency call	
Campus Services	
Emergency Service	

Nótaí/Notes

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