

Senior Administrator - Grade 5

Student Data Management

Ref: SDM-035/P

Salary in the range of £24,285 – £28,936 per annum

*Closing date for applications is **12.00 noon on Friday 26 January 2018**.

Interviews are expected to take place on Wednesday 7 February 2018.

The University of Bolton are looking to recruit a talented and proactive individual to work in the Student Data Management team. The team is responsible for the management, integrity and reporting of all manner of student data across the organisation.

The Senior Administrator role is pivotal in the operation of the Student Data Management team, taking responsibility for a variety of tasks, particularly in the area of assessment and awards. This includes day to day data management, maintenance and design of assessment and award structures in our student database, supporting colleagues from other areas within the organisation and leading on process improvement within the team. In addition, the post holder will be required to delegate tasks to other members of the team where appropriate.

The ideal candidate will hold a first degree in a relevant subject (or equivalent experience), have in-depth knowledge of Relational Databases, be competent in the use of Microsoft Excel, Microsoft Access and be methodical and systematic in their approach to problem solving.

Experience of working in the Higher Education Sector is not required, although may be an advantage.

This is an excellent opportunity to gain an understanding of how a modern University functions, as some cross department work (such as enrolment and graduation) is included in this role.

An application form, job description and person specification can be viewed on our website: <http://www.bolton.ac.uk/Vacancies> or requested by email: jobs@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on extension 3579 (Please leave your home address details). Please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

The University of Bolton strives to achieve equality of opportunity