Admissions Officer – Part-time (0.4FTE)

Internal applicants only

Grade 4
Marketing and Communications
Ref: MC-092/P

We are seeking to recruit a part-time Admissions Officer to join the central Admissions Team within the Marketing and Communications department at the University. The team has a diverse remit which covers full and part-time admissions from undergraduate, postgraduate, home, EU and international students and you will work across all of these areas. You will perform a variety of tasks using systems and processes designed for the efficient operation of the admissions function and will support in developing those processes going forward. Under the guidance of the Admissions Team Leader you will play a role in ensuring the University discharges its responsibilities as a sponsoring agency for the UK Visas and Immigration point-based immigration system.

You will be competent in using various IT packages including Microsoft Office and ideally dedicated database driven software. You will be highly organised and have the ability to work independently and as part of team. You will ideally have had some experience of admissions, student record management or similar in an educational environment but your ability to learn complex tasks and liaise effectively with students and staff alike is more important.

**Actual Salary in the range of £8,079.20 - £9,074 per annum**.

*It is expected that a new appointee will commence at the bottom of the grade.*

Closing date for applications is **12:00 noon on Friday 27 March 2015**.

An application form, job description and person specification can be viewed on our website: [http://www.bolton.ac.uk/Vacancies](http://www.bolton.ac.uk/Vacancies) or requested by email: hr@bolton.ac.uk.

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.

*The University of Bolton strives to achieve equality of opportunity.*