

Academic Administrator (18 Months - Fixed Term)

Department:

Academic Support Service
Ref: ASS-075/P

Salary:

Salary in the range of £22,254 to
£24,871 per annum

***Closing date for applications:**

**12:00 noon on Friday 30
September 2022**

Interviews are expected to take
place within 4 weeks of the closing
date.

An application form, job description and person
specification can be viewed on our website:
[https://www.bolton.ac.uk/staff-area/professional-
services/about-hr/vacancies](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies) or requested by
email: jobs@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 applications submitted.

If an applicant is interested in more than one
vacancy, a separate application 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.

**Are you interested in joining the number one
University in Greater Manchester for student
satisfaction?**

Here at the University of Bolton, we are proud of our
growing reputation as a student focussed University.
With our strategy of "Teaching Intensive, Research
Informed" we are committed to offering our students
the best experience possible. Due to our ongoing
growth, we are now looking for an Academic
Administrator to join our Academic Support Service
team.

On a day-to-day basis, you will contribute to the
effective operation of complex administrative functions
in support of academic programmes, liaising with a
range of internal and external agencies. Taking
ownership of your own performance in a fast paced
environment you will work collaboratively with the
team members, academic and professional colleagues
to maintain excellent service delivery and continuous
improvement. You will be competent in using IT
packages, including Microsoft Office, and have
experience of using databases and a major
administrative tool. Accuracy and attention to detail,
good organisational skills and the ability to work well
under pressure are essential.

We ask a lot from our staff but in return, you will
receive a competitive benefits package including
access to the Local Government Pension Scheme, an
employee benefits scheme and generous annual
leave entitlement. As a small University, you will have
opportunities to work with colleagues across campus
to support and deliver the best student experience
possible.