

## Academic Skills Coordinator

**Department:**

Student Services & Experience  
(Transformation)

Ref: SSE-065/P

**Salary:**

Salary in the range of £25,217 to  
£30,046 per annum

**\*Closing date for applications:**

**Monday 25 October 2021 at 12:00  
noon**

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](mailto: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?

We have an exciting opportunity for a highly motivated,  
customer-focused person to join our Library Service to  
coordinate the development of online resources and the  
University's award-winning LEAP Online platform.

We are looking for an experienced, enthusiastic, dynamic and  
motivated professional to join the University at an exciting time  
in its development.

Reporting to the Academic Liaison and Collections Senior  
Team Leader, the post holder will be accountable for the day-  
to-day quality assurance of learning materials and content of  
the LEAP Online platform for undergraduate and post-  
graduate students.

Working closely with the Learning Life Manager and Academic  
Leads, you will have excellent communication and  
interpersonal skills, developing and sustaining productive  
relationships across the institution to ensure high quality  
support for learners as they transition to university and their  
chosen study programme.

The successful candidate will maintain a confidential, helpful  
and cooperative manner when working under pressure. You  
should be committed to working with a diverse student body  
and be able to show sensitivity to individual difference. In order  
to meet the needs of the University and Library Services, a  
flexible approach to working patterns / hours is an essential  
requirement of this role.