

Admissions Opportunity

Admissions Assistant / Admissions Officer

Department:

Marketing and UG Recruitment & Admissions

Ref: MRA-014/P

Salary:

Salary in the range of £18,709 - £21,814 (Grade 3) or £21,814 - £24,461 (Grade 4)

Plus there is the potential for a further c£3,000 per annum for an exceptional candidate (subject to skills, knowledge and experience)

***Closing date for applications:**

12:00 noon on Monday 8 November 2021

Interviews are expected to take place within 2 weeks of the closing date.

Previous Applicants Need Not Apply

The job description and person specification can be viewed on our website:

<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies/>


or requested by email: jobs@bolton.ac.uk.

Please submit a CV **AND** covering letter detailing how your skills, experience and personal qualities meet the person specification and return to jobs@bolton.ac.uk

Please ensure you specify which post you are applying for.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>.

No agencies.



At the University of Bolton, we are proud to put our students and their needs first - it's what we're all about. We know what it takes to provide a university experience that students love and that prepares them for employment; that's why we've been ranked 1st in the North West for Student Satisfaction for the past 3 years by The Complete University Guide.

Following a period of sustained growth in student applications and enrolments we have embarked on the next step of our development to ensure that every enquiry and applicant has a first-class customer experience.

Due to a recent internal promotion, we now have a vacancy in our Admissions Team. The team play a critical role in delivering excellent customer service and in treating every applicant as an individual and every application on its own merit. Every decision we take has the potential to change someone's life and set them on a path for their future career.

As we place a strong emphasis on staff development, we are keen to hear from those who would like to join the team as either an Admissions Assistant or an Admissions Officer. Both posts offer the opportunity to support the admissions process and to get involved in recruitment and conversion activities as part of a wider team effort. More information can be seen in the Job Descriptions.

Ideally, you'll have experience in a recruitment or admissions environment in a school, college or university, however, excellent administrative skills and attention to detail, the ability to work well as part of a team, ability to adapt and to provide outstanding service to our applicants, student and staff is more important.

If this sounds like you then we'd love to hear from you.

Welcome to #UniAsItShouldBe.