



Project Coordinator - Personal Tutoring and Diagnostics

Department:

Learning Life,
Student Services & Experience

Ref: LSS-174/P

Salary:

Salary in the range of £30,942 to
£35,845

***Closing date for applications: 12:00
noon on Monday 4 October 2021**

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

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> 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?

Our students are at the heart of everything we do: they are the soul of the university and the Learning Life team pride themselves on being outstanding professionals that provide unparalleled support to students as they progress on through their learning journey.

We are looking to appoint a Project Coordinator to join our newly established Learning Life team whose key duties will be to enhance the undergraduate and taught postgraduate Personal Tutoring and early Interventions Frameworks. You will contribute to the production of a wide variety of processes and resources that have a direct impact upon the learning experience of the students as they transition from students to graduates. Working in collaboration with colleagues from across the university you will also create and support processes that help to identify students needs provide support information to personal academic tutors and wider supporting networks.

You will be a key member of the Learning Life team with demonstrable experience of working within a dynamic and fast-paced educational environment. An excellent communicator, skilled at developing and sustaining productive relationships across institution and through your excellent professional knowledge, preferably within Academic Support and Personal Tutoring engage positively with colleagues and students from across the university.

The successful candidate will have the ability to 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 Learning Life team, a flexible approach to working patterns / hours is an essential requirement of this role.