

## Senior International Recruitment Officer

### Department:

Division of Marketing, Recruitment and Admissions

Ref: SSE-149/P

### Post:

Salary in the range of £32,348 to £37,473 per annum

**\*Closing date for applications:  
12:00 noon on Friday 10 March 2023**

Interviews are expected to take place within 3 weeks of the closing date but may be sooner.

If you are interested in working at the University of Bolton, please download the detailed job description from the link below and **send a CV and covering letter** to [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

You **MUST** tell us exactly how you meet the role requirements set out in the Job Description/Person Specification and why you would like to join our team in your cover letter.

The Job Description/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](mailto:jobs@bolton.ac.uk)

Please ensure that you quote the position reference on all documentation submitted.

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

\*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.

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 5 years by The Complete University Guide.

Following a period of sustained growth in international recruitment and admissions we have embarked on the next step of our development to ensure that our international strategy and plans continue to meet the University's objectives and deliver continuous improvement.

The Senior International Recruitment Officer provides essential support to the International Development Manager in delivering the recruitment priorities of the university and will be responsible for account management of key partners – monitoring quality and progress. You will have a particular focus on diversifying the international student community by forging new relationships and partnerships and will take the lead on improving conversion by developing and delivering impactful marcoms.

You will be highly organised and have an eye for detail with the ability to deal with multiple priorities at any one time. You will be a proactive, target-driven professional, ideally with proven experience within international recruitment and a network of contacts.

Determination and enthusiasm is vital for this role. For an informal discussion about the role please contact:

Ahmad Khan  
International Development Manager  
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Welcome to #UniAsItShouldBe.