



Careers Advisor

Department:

Jobs for Students
Ref: CAE-021/P

Salary:

Salary in the range of £32,384 to
£37,473 per annum

***Closing date for applications:**

12:00 noon on 3rd January 2023

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

If you are interested in working at the University of Bolton, please download the detailed Job Description from the link below and send a covering letter and CV to jobs@bolton.ac.uk.

Please ensure that you quote the position reference and tell us exactly how you meet the role requirements set out in the Job Description/Person Specification. Please also outline why you would like to join our team.

The Job Description/Person Specification can be viewed on our website [here](#) or requested by email: jobs@bolton.ac.uk

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

The University of Bolton is a “Teaching Intensive, Research Informed” higher education institution whose distinctive high quality, student-focussed, undergraduate and postgraduate programmes attract students from all over the world

We are currently seeking a focused and enthusiastic Careers Advisor to join the Jobs for Students Team.

The role will involve you providing specialist, high quality career management, education and guidance services that develop and enhance the employability of University of Bolton students and graduates.

The role requires you to design and contribute to the delivery of employability skills through the curriculum, including provision of input to assessed modules and interactive careers-related workshops to both small and large groups of students and graduates.

Further information can be found in the Job Description Person Specification. We’re also happy to chat to interested candidates about the opportunities available and what it is like working at the University. Informal enquiries regarding this role should be made to the Director of Jobs for Students, Julie Bateman via email in the first instance J.Bateman@bolton.ac.uk

*Although these are full-time roles, we would welcome applications from candidates interested in part-time hours/job-share.