ACADEMIC ADMINISTRATOR

Department:
Academic Support Service
Ref: ACC-063/P

Salary:
Salary in the range of £21,814 to £24,461 per annum

*Closing date for applications:
12:00 noon on Tuesday 16 March 2021

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 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?

Here at the University of Bolton, we are proud of our growing reputation as a student focussed University. With our strategy of "Teaching Intensive, Research Informed" we are committed to offering our students the best experience possible. Due to our ongoing growth, we are now looking for an Academic Administrator to join our Academic Support Service team.

On a day-to-day basis, you will contribute to the effective operation of complex administrative functions in support of a range of academic programmes. Taking ownership of your own performance in a fast paced environment you will work collaboratively with the team members, academic and professional colleagues to maintain excellent service delivery and continuous improvement. You will be competent in using IT packages, including Microsoft Office, and have experience of using databases and a major administrative tool. Accuracy and attention to detail, good organisational skills and the ability to work well under pressure are essential.

We ask a lot from our staff but in return, you will receive a competitive benefits package including access to the Local Government Pension Scheme, an employee benefits scheme and generous annual leave entitlement. As a small University, you will have opportunities to work with colleagues across campus to support and deliver the best student experience possible.

Applications are welcomed from those candidates interested in part-time hours/job-share