



Careers Information Assistant

Department:

Jobs for Students
Ref: CAE-010/P

Salary:

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

***Closing date for applications:**

**12.00 noon on Friday 12 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](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 CV and
covering letter will be accepted. Please ensure
you quote the position reference number on all
documents 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 focused 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 a full time Careers
Information Assistant to join our Jobs for Students
team.

Please note: this is only open to University of Bolton Graduates

On a day-to-day basis, you will oversee the Careers
help desk function, and will have responsibility for
managing communications, social media, job
vacancies and careers and employability information.
You will support the effective operation of the Jobs for
Students Team, acting as a first line of contact for
students and processing a range of office
communications and information, utilizing the careers
online system.

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.

* Flexible Working may be considered