



Admissions Officer

Department:

Student Recruitment & Admissions

Salary:

Salary in the range of £21,814 -
£24,461

*Plus there is the potential for a further
c£3,000 per annum for an exceptional
candidate (subject to skills, knowledge
and experience)*

*Closing date for applications:

**12:00 noon on Monday 1 March
2021**

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

We are seeking to recruit an Admissions Officer to join the undergraduate Admissions Team within the Division of Marketing and UG Recruitment & Admissions at the University. The team is responsible for the university's marketing and for recruitment and admissions of home (UK) undergraduate students.

You will perform a variety of tasks using systems and processes designed for the efficient operation of the admissions function and will support in developing those processes going forward. Key to these task is making admissions decisions and offers against set entry criteria. Under the guidance of the Admissions Team Leaders you will play a role in ensuring the university follows its own Admissions Policy and meets its obligations set by UCAS, the Office for Students (the universities regulator) and the Quality Assurance Agency for Higher Education.

You will be competent in using various IT packages including Microsoft Office and ideally have experience of database driven software. You will be highly organised and have the ability to work independently and as part of team. You will ideally have had some experience of admissions or a similar role in an educational environment but your ability to learn complex tasks and liaise effectively with students and staff alike is more important.

Previous Applicants Need Not Apply

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. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number 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>.

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.