



## Careers and Employability Advisor – Placement Support (0.6FTE)

### Department:

Jobs for Students  
Ref: CAE-013/P

### Salary:

Salary in the range of £30,942 to £35,845 pro rata, per annum.

### \*Closing date for applications:

**12:00 noon on Friday 8 January 2021**

Interviews are expected to take place within 4 weeks of the closing date (via Zoom).

A 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](mailto: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 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 a **Careers and Employability Advisor – Placement Support** to join our Jobs for Students team. On a day-to-day basis, you will be involved in providing specialist, high quality career management, education and guidance services that develop and enhance the employability of University of Bolton students. This post will have a particular focus on supporting students to access, find and navigate placements and other work-based learning (WBL) opportunities.

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.

\*This is a part time post (equivalent to 3 full days per week)