



## Graduate Support Advisor (Maternity Cover)

**Department:**

Jobs for Students  
Ref: CAE-014/P

**Salary:**

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

**\*Closing date for applications:**

**12:00 noon on Wednesday 13  
January 2021**

Interviews are expected to take  
place within 4 weeks of the closing

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](mailto: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. 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 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 Graduate Support Advisor (maternity cover) to join our Jobs for Students team. On a day-to-day basis, you will be responsible for the strategic direction, creation and delivery of the University of Bolton Graduate strategy. The role holder will be responsible for setting up and maintaining networks with recent graduates to provide support for graduates in finding employment opportunities, and supporting the mandatory data returns regarding our Graduate Outcomes metrics.

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.\*