



## Student Advisor

**Department:**

Transformation  
Ref: LSS-119/P

**Salary:**

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

**\*Closing date for applications:**

**12:00 noon on 23 October 2020**

Interviews are expected to take place during the week commencing 2 November 2020 or 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](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. 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?

An exciting opportunity has arisen within Student Services for an enthusiastic, dynamic and motivated Student Advisor. Student Services are looking for an individual with a “can-do” attitude who is an excellent team player and who can deliver excellent customer service even under demanding, high-volume and busy periods.

Student Advisors are required to provide initial advice and guidance on a wide variety of topics to prospective and current students from the Student Centre. Student Advisors also undertake a full range of administrative and clerical duties. It is expected that the post holder will provide effective administration for applicants, students and staff in relation to the Disclosure & Barring Service (DBS) and provide administrative support to the Disability Service. The postholder will also support other services within the department including but not limited to Student Finance, Accommodation, Student Support Fund, Counselling/Mental Health and Wellbeing and Main Reception.

The successful candidate will have effective written and verbal communication skills and be able to maintain a confidential, helpful and cooperative manner when working under pressure. You should be committed to working with a diverse student body and be able to show sensitivity to individual differences. In order to meet the needs of the University and Student Services, a flexible approach to working patterns/hours is an essential requirement of this role. The successful candidate will be able to manage competing deadlines and have the ability to use their own initiative.