



Student Data Administrative Assistant

Department:

Student Data Administrative Assistant
Ref: SDM-055/P

Salary:

Salary in the range of £18,709 to
£21,236 per annum

***Closing date for applications:**

**12:00 noon on Monday 25 January
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> or requested by email: 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?

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 Student Data Administrative Assistant to join our Student Data Management team. On a day-to-day basis, you will provide administrative support for the effective timetabling of students, staff, courses and rooms.

This is a pivotal position in a small, specialist team in which you will help support the University in the effective planning of its academic delivery, the University's timetable and attendance monitoring systems.

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.