

Student Funding Advisor – Grade 5

Full Time – Permanent
Library & Student Services
Ref: LSS-064/P

Salary in the range of £24,771 – £29,514 per annum

Closing date for applications is **12.00 noon on Friday 1 February 2019**
Interviews are expected to take place week commencing **Monday 11 February 2019**

An exciting opportunity has arisen within Student Services for an enthusiastic and motivated Student Funding Advisor.

The Student Funding Advisor is required to provide advice and guidance on Student Funding, Funding Bodies, Bursaries, Scholarships and Hardship Support. The successful candidate will have effective 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 difference.

The Student Funding Advisor is also expected to contribute to the development of a professional money advice and guidance service and to deliver money management session to students in innovative ways. Alongside providing an important front facing service the Student Funding Advisor will be required to carry out administrative tasks in relation to all financial awards made to students by the University and will have to monitor and evaluate the effectiveness of the financial support provided. The successful candidate will contribute data to official returns and assist in the preparation of Access and Participation Plans.

The successful candidate will be working with a diverse student body in a widening participation university. 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.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/places/professional-services/hr/vacancies/> or requested by email: jobs@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on 01204 903 579 (Please leave your home address details). Please remember to quote the position reference number.

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 documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form 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.

The University of Bolton strives to achieve equality of opportunity