



## JOB DESCRIPTION

<b>Job Title:</b>	Application Advisor
<b>Department / Unit:</b>	Careers & Employability Service
<b>Job type</b>	Casual Autumn & Spring term-time contract from September 2022 Application Advisors will need to commit to minimum of 5 hours per week, although there is flexibility on the days when application advisers can be available at the discretion of the line manager. Appointments are offered between 10.00 –18.00 Monday – Friday and cover will be required for this period. Application Advisors will be expected to attend online / in person training sessions prior to taking up the post and on-going training as appropriate.
<b>Grade:</b>	£13.23 per hour
<b>Accountable to:</b>	Gemma Seabrook, Careers Consultant
<b>Accountable for:</b>	N/A
<b>Departmental Background</b>	
<p>RHUL Careers provides a range of services that aim to assist students in their choice of career, to help them take the initial steps and to support them in the job hunting process, while developing valuable skills along the way.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• Careers advice &amp; guidance – Individual one to one sessions</li> <li>• CV &amp; Application feedback – individual one to one sessions</li> <li>• Practice interviews – individual one to one sessions</li> <li>• Information resources – information on the Careers Service and its resources.</li> <li>• Events - calendar of forthcoming events organised by the Careers Service, including central and departmental workshops, employer presentations, job fairs and aptitude tests.</li> <li>• Creation and/or promotion of opportunities – work experience, placements, internships, volunteering and graduate positions</li> </ul> <p><b>Application Advisers will be delivering their appointments remotely through MS Teams and in person on campus.</b></p> <p>Although it is likely that the majority of appointments will be through MS Teams the careers service are currently reviewing appointment delivery at the moment and applicants will also need to be able to deliver appointments in person if required. On occasion feedback is also delivered by email.</p>	

This is a term time only role and the hours available may vary through the academic year.

### **Purpose of the post**

To provide RHUL students with tailored advice and feedback on CVs and written applications

### **Key Tasks**

Tailored advice and feedback (via online appointments / in person/ or in writing) on written applications/ documents:

- CVs
- application forms
- personal statements
- cover letters written in application

### **Competency and Evidence**

Communication:

- Excellent verbal communication skills; building rapport and giving feedback; eliciting client concerns and needs
- Customer focus: responsive to client needs and concerns; delivering a positive learning experience
- Excellent written communication skills: the ability to communicate clearly and professionally in writing in order to give effective feedback to students

Teamwork and Motivation:

- Willingness to assist with team priorities, responding to seasonal requirements.

Knowledge, Attributes & Experience:

- Currently enrolled on a doctoral programme of study at RHUL, with at least 1 year of study remaining.
- An interest in supporting students and graduates with their professional development
- Ability to prioritise, systematise and work to deadlines.
- Demonstrating diplomacy and understanding others' perspectives and priorities.
- Able to use discretion in dealing with confidential information and records.

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. Advisers would be expected to undertake other administrative support work in quiet periods as needed/ appropriate and at the discretion of the line manager.

### **Internal and external relationships**

The post holder will be required to liaise with: Alumni and students, as well as Careers & Employability Service staff and other colleagues across the college