



JOB DESCRIPTION

Job Title:	Application Advisor
Department / Unit:	Careers & Employability Service
Job type	Casual Autumn & Spring term-time contract from September 2019. Application Advisors will need to commit to a minimum of one morning or one afternoon a week (4 hours) although there is flexibility on the days when application advisers can be available at the discretion of the line manager. The careers service is open until 7pm two days a week and cover will be required for this period. Application Advisors will be expected to attend training sessions in the summer period prior to taking up the post and on-going training as appropriate.
Grade:	£13.23 per hour
Accountable to:	Gemma Seabrook, Careers Consultant
Accountable for:	N/A
Departmental Background	
<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"> • Careers advice & guidance – Individual one to one sessions • CV & Application feedback – individual one to one sessions • Practice interviews – individual one to one sessions. • Information resources - information on the Careers Service and its resources. • Events - calendar of forthcoming events organised by the Careers Service, including central and departmental workshops, employer presentations, job fairs and aptitude tests. <p>The majority of appointments are in person but on occasion feedback is also delivered by email or telephone.</p> <p>Appointments are held in the careers & employability service at Royal Holloway Egham. This is a term time only role and the hours available may vary through the academic year.</p>	

Purpose of the post
To provide RHUL students with tailored advice and feedback on written application documents. This will include CVs, application forms, personal statements and cover letters written in application for work or further study
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Competency and Evidence
<p>Communication:</p> <ul style="list-style-type: none"> • 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
<p>Teamwork and Motivation:</p> <ul style="list-style-type: none"> • Willingness to assist with team priorities, responding to seasonal requirements.
<p>Knowledge, Attributes & Experience:</p> <ul style="list-style-type: none"> • Currently enrolled on a doctoral programme of study at RHUL, and enrolled for the duration of time expected to be working with RHUL Careers. • 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.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

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.