

CV Adviser (3 posts)

Choose/type an item or delete row.	Careers Service (www.strath.ac.uk/careers/)		
Choose/type an item or delete row.	Student Experience And Enhancement Services (www.strath.ac.uk/sees/)		
Staff Category	Administrative and Professional	Reference No	Click here to enter text.
Reports To	Senior Careers Consultant	Grade:	5
Salary Range:	£12.17 per hour	Contract Type:	Fixed Term (7 months)
FTE:	0.17 (6 hours/week)	Closing Date	Tuesday, 24 July 2018

Job Advert

The Careers Service requires a postgraduate research student who will be continuing studies throughout academic session 2018/19 to assist students and graduates to develop the presentation of their CVs and applications.

Training will be provided so that the advice given meets the high standards set by the Careers Service. The successful candidate will be expected to work 2 x 3 hour (weekly) blocks, with exact working pattern subject to negotiation. The planned pattern of the CV Checking Service for 2018/19 is expected to be:

10am – 1pm Wednesday, Thursday and Friday

1.30 – 4.30pm Monday, Tuesday, Thursday

The contract will run from 13th August 2018 until 19th April 2019 with a gap from 24th November 2018 to 7th January, 2019.

Job Description

Main Activities/Responsibilities:

1.	Amending CVs in accordance with best practice
2.	Advising students on how to tailor their CVs
3.	Providing verbal feedback to students in 1:1 sessions and delivery of group sessions
4.	Advising students on application forms and covering letters in accordance with best practice
5.	Carrying out related projects (eg updating CV materials), where time allows

Person Specification

Educational and/or Professional Qualifications (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	Essential/ Desirable	Assessment Method
Postgraduate student who will be continuing studies throughout academic session 2018/19	Essential	Application/CV
Experience		
Previous experience of teaching, instructing, mentoring or coaching in an academic or another setting	Essential	App/CV/ Interview
Job Related Skills and Achievements		
Excellent standard of presentation in their own CV	Essential	App/CV/ Interview
Ability to relate well to students from all four Faculties	Essential	App/CV/ Interview

Excellent oral and written communication skills	Essential	App/CV/ Interview
Excellent English spelling, punctuation and grammar	Essential	App/CV/ Interview
Excellent time management	Essential	Interview
Personal Attributes		
Reliability	Essential	Interview

Other Information

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Application Procedure

Please submit a CV and a covering letter by e-mail, stating **CV Adviser Application**, in the subject line to yourcareer@strath.ac.uk by midnight on **Tuesday 24 July 2018**.

Interviews

Formal interviews for this post will be held on **Thursday, 2 August 2018**.

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Equality and Diversity

We value diversity and welcome applications from all sections of the community.