

# CV Adviser (3 posts)

Choose/type an item or delete row.	Careers Service ( <a href="http://www.strath.ac.uk/careers/">www.strath.ac.uk/careers/</a> )		
Choose/type an item or delete row.	Student Experience And Enhancement Services ( <a href="http://www.strath.ac.uk/sees/">www.strath.ac.uk/sees/</a> )		
Staff Category	Administrative and Professional	Reference No	Click here to enter text.
Reports To	Senior Careers Consultant	Grade:	5
Salary Range:	£12.42 per hour	Contract Type:	Fixed Term (7 months)
FTE:	0.17 (6 hours/week)	Closing Date	Monday, 24 June 2019

## Job Advert

The Careers Service requires a postgraduate research student who will be continuing studies throughout academic session 2019/20 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 2019/20 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 24<sup>th</sup> 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

<b>Educational and/or Professional Qualifications</b> (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	<b>Essential/Desirable</b>	<b>Assessment Method</b>
Postgraduate research student who will be continuing studies throughout academic session 2019/20	Essential	Application/CV
<b>Experience</b>		
Previous experience of teaching, instructing, mentoring or coaching in an academic or another setting	Essential	App/CV/Interview
<b>Job Related Skills and Achievements</b>		
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
<b>Personal Attributes</b>		
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](mailto:yourcareer@strath.ac.uk) by midnight on **Monday 24 June 2019**.

### Interviews

Formal interviews for this post will be held on **Friday, 5 July 2019**.

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.