Campus Jobs: Job Description

Please complete the form below with the information to enable us to set up your advert. Information marked with \* will be visible on your published advert.

Job Title\* **{Click here to enter text}**

Recruitment Gateway Reference **{Click here to enter text}**

## Closing date\*

No further applications will be taken after midnight of the closing date. To provide the best coverage for your advert and hopefully receive a good amount of applications we recommend advertising for 2 weeks at least. This can be extended if required. We will send you the applications the next working day after the specified closing date. We would recommend a minimum of 10 working days between the closing date and the worker’s start date.

**{Click here to enter a date}**

# Job Description\*

Please provide a brief overview of what the worker(s) can expect to be doing. You may wish to include:

* Description of main duties
* The purpose of the assignment (for example, you may be running a particular campaign)
* Training they might receive
* Times and dates of work
* Who they are reporting to

**{Click here to enter text}**

**{Click here to enter text}**

**{Click here to enter text}**

**{Click here to enter text}**

* Please note the text below will be added to all adverts as standard:

The University is committed to having a diverse and inclusive workforce, is a Stonewall Diversity and Global Diversity Champion, and supports the principles of the Race Equality Charter and Athena SWAN.  Applications for job-share, part-time and flexible working arrangements are welcomed and will be considered in line with business needs.

# Person Specification\*

This is the criteria you will mark applications against during the selection process. It also helps people decide if they are suitable for the role. Please present these in bullet points. You may wish to include:

* Qualifications
* Skills
* Availability

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
| **{Click here to enter text}****{Click here to enter text}****{Click here to enter text}****{Click here to enter text}****{Click here to enter text}** | **{Click here to enter text}****{Click here to enter text}****{Click here to enter text}****{Click here to enter text}****{Click here to enter text}** |

# Restrictions – Leave blank if not required

It is possible for us to restrict your advert to be viewed by selected audiences. Please specify if you would like your advert restricted.

Only open to students or temps? **{Choose one}**

Course level: **{Choose one or type multiple options}**

Course subject restriction: **{Click here to enter text}**

Department restriction: **{Click here to enter text}**

# Application questions\*

Applicants must complete an application form. Please specify what questions you would like them to answer.

We will send you the answers to these questions as part of the report at the end of the advertising period. The report will provide contact details so it is not necessary to include these as part of your application questions. We recommend that the questions reflect your essential & desirable criteria to enable you to assess if they are met.

You may wish to include:

* What interested you in this role?
* Why are you suitable for this role?
* Please state your availability during the period specified in the job description.
* What previous experience have you had?

**{Click here to enter text}**

**{Click here to enter text}**

**{Click here to enter text}**

**{Click here to enter text}**

# Selection process

Every role requires a selection process. This can simply be reading through the applications received. Otherwise, you might wish to interview the applicants or set a group task.

Do you know how you will carry out your selection process? If so, please provide details, including any dates for interviews. This is so that we can tailor reports to your requirements.

**{Click here to enter text}**

IT Access – Leave blank if not required

We can request and create an associate IT account for your workers. This would create a new username for them and allow us to print a Campus Card. However, please note that usually workers are able to work successfully using their existing student login. As creating an account costs the university, we require a suitable explanation of why it is required as part of their role.

**{Click here to enter text}**

# DBS Check – Leave blank if not required

DBS checks can be completed for workers through our provider. In order to set up the work on their system, we will need to explain why it is necessary. Please answer the following questions:

Where are the worker(s) going to be completing work in a capacity that requires a DBS (for example, in a school or hospital)?

**{Click here to enter text}**

How long will they be working there?

**{Click here to enter text}**

How frequently will they be working there?

**{Click here to enter text}**

What supervision will they receive whilst working in this capacity?

**{Click here to enter text}**

What will their main responsibilities be?

**{Click here to enter text}**