**Application Form: Student Advisor (UniSkills) – 2021**

**This application form is to be completed by candidates wishing to apply for the position of Library & Learning Services, Student Advisor vacancies within the Student Engagement (UniSkills) team.**

**To apply please complete this application form and submit as an attachment, along with a copy of your CV and a brief cover email, to** **julie.nolan@edgehill.ac.uk** **by midnight on Sunday 14th March 2021. Candidates should note that shortlisting will be based on information provided on the application form.**

**If you have any informal enquiries about the position, or application/interview process, please email** **julie.nolan@edgehill.ac.uk**

**Personal Details:**

|  |  |
| --- | --- |
| **Forename:** |  |
| **Surname:**  |  |
| **Student Number:** |  |
| **Student Email:**  |  |
| **Date of expected graduation:** |  |
| **Home Address:** |  |
| **Student Address (if different):** |  |
| **Telephone Number:** |  |
| **Mobile Number (if different):**  |  |
| **I currently work at Edge Hill University:** | Yes / No (\*delete as appropriate) |
| **I am a British Citizen/EU National and do not require permission to work in the UK:** | Yes / No (\*delete as appropriate) |

**Supporting Statements:**

*In this section please provide examples of how you meet the following criteria.*

**1. (Essential to the job)
To provide peer to peer support on a range of academic skills including using the Library Catalogue and discovery tool (Discover More), submitting assignments (TurnItIn) and citing / referencing. This support will be delivered in a variety of ways including face to face and virtual; drop ins, one to one appointments and varying sized workshops/webinars, as required.**

**2. (Essential to the job)**

**To contribute to the effective operation of customer focused support within Learning Services, providing advice and assistance to customers of Catalyst’s facilities, services and resources.**

**3. (Essential to the job)**

**To provide frontline support for Edge Hill University’s Virtual Learning Environment (VLE) to advise and assist in accessing modules, downloading content, supporting assignment submission and general troubleshooting.**

**4. (Essential to the job)**

**To act as a Library & Learning Services advocate and participate in marketing promotions and campaigns including contributing and providing content for social media, blog/vlog/podcasts, presentations and promotional campaigns.**

**5. (Essential to the job)**

**To manage small projects to improve service delivery for Library & Learning Services customers participating in evaluation work, undertaking benchmarking and conducting user experience (UX) studies. This includes working closely with the Student Engagement Officer and liaising with various departments to ensure a wide-range of subjects are included when conducting studies.**

**6. (Essential to the job)**

**To assist with Library & Learning Services inductions offering tailored Catalyst tours (physical and/or virtual), workshops and webinars as appropriate to all internal undergraduates, postgraduates and staff as well as external cohorts such as placements, school visits and visitors.**

**7. (Essential to the job)**

**To liaise closely with the Student Engagement team to ensure links are maintained and to share knowledge, experience and solutions with the team and wider department.**

**8. (Essential to the job)**

**To work closely with other Student Advisors to establish an internal community of practice (CoP), to attend regular team meetings and share ideas, feedback and best practice.**

**9. (Essential to the job)**

**To take responsibility for accurately recording all transactions/enquiries in a bespoke database to document engagement statistics, including transaction lengths, any further actions and/or complexities of queries to inform procedures and working practices.**