

## Bowland College Deputy Senior Advisor

### Person specification

#### Required

- A contract of employment with Lancaster university which continues for 3 years
- Up-to-date knowledge of the University's degree structures and student support and well-being systems
- An understanding of data protection and freedom of information legislation and the implications of such legislation for their dealings with students
- Experience of keeping accurate records
- Experience of working in a team with a range of roles working to a common goal
- A description of why they are interested in the post
- An interest in the colleges at Lancaster and in particular Bowland College

#### Desirable

- Experience of conducting financial needs assessments
- Experience of working with students in a pastoral/support capacity
- Experience of the college system at Lancaster University