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Description automatically generated**Campus Jobs Advert Description**

Please provide us with some further information, that will allow us to create a job advertisement for your role on the Campus Jobs portal that students have access to (<https://campusjobs.reading.ac.uk>)

|  |  |
| --- | --- |
| **Recruitment Gateway Reference Number:** |  |
| **How many individuals are you looking to take on?** |  |
| **Would you like us to post about your role on social media/ and contact students within any specific departments?** |  |
| **When would you like the advert to close?** |  |
| **Will you be carrying out any interviews? If Yes – what date/s?** |  |
| **Who would you like to have access to the applications list for shortlisting purposes?** |  |
| **Are there specific student groups/ course levels of study that you want to have access to this advert?**  i.e. – Do you want it open to every student regardless of course level Or Do you want it restricted to certain courses/departments/ UG, PG/ PhD etc? |  |
| **Are you happy for the advert to include the standard Campus Jobs application form? (This includes questions about availability/ interest in the role/ suitability/ relevant experience) If specific questions or a CV are required, please let the Campus Jobs team know.** |  |

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Description automatically generated**Job Description**

Please use this area to tell us more about the role itself – i.e. Where is the job based, what sort of tasks or aims does it have, is it working on a particular project or scheme? What hours/availability do candidates need to have.

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| --- |
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**Person Specification**

Please use this next area to highlight any skills/experience/ knowledge or qualifications you feel are Essential or Desirable. We recommend at least 3 essential criteria.

|  |  |
| --- | --- |
| **Essential Criteria** | **Desirable Criteria** |
|  |  |
|  |  |
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**Additional Requirements**

|  |  |
| --- | --- |
| **Does this role require a DBS check? If Yes – what level (Basic/Enhanced/Child Barred List)** |  |
| **Does this role require an Associate Staff IT Account? If so, does the worker require access to online training for data protection/information security etc?** |  |

Once you have sent this form to Campus Jobs – [campusjobs@reading.ac.uk](mailto:campusjobs@reading.ac.uk) we will do our best to publish it as soon as we possibly can. Once it’s published, we will send you a “leap link”. This is for students to use to directly get to the job advert page, in case you know of any student groups you want to forward the job onto. Please note that staff cannot log into our portal to view the advert. The morning after your advert closes, we will then send you/any named colleagues a OneDrive spreadsheet showing all your application information for you to review. Please remember to let us know when you update the spreadsheet so we can make sure our records are kept up to date.

If you have any questions about your advert, or what happens next in the process, please do not hesitate to contact one of the Campus Jobs Team on our email as above, or call 0118 378 4499