

# IMPERIAL

## Careers PhD CV/CL Assistant

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|---------------------------------------|---------------------------------------------------------------------------|
| Department/Division/Faculty:          | Careers Service, Student Services, Academic Services                      |
| Campus/Location:                      | South Kensington                                                          |
| Job Family/Level:                     | Professional, technical and operational services                          |
| Responsible to:                       | Madelaine Chapman, Careers Consultant                                     |
| Line management for:                  | N/A                                                                       |
| Key working Relationships (Internal): | UG/PG students, Careers Service Team and support services staff generally |
| Key Working Relationships (External): |                                                                           |
| Contract type:                        | Casual/part-time                                                          |

### Purpose of the Post

The post-holder(s) will provide CV and covering letter (CL) advice to Imperial College London **Undergraduate** and **Masters' level** students to enable them to make effective applications to manage their careers successfully both in the UK and internationally. The CV/CL Assistant will be employed on a part-time basis to assist with student one-to-ones to meet seasonal demand and support the activities of the wider Imperial College London careers team.

You will work closely with colleagues at the Careers Service and actively participate in internal training and regular peer review with other members of the team as required.

In addition, the post-holder may be asked to undertake independent research into the global graduate job market and application methods to keep up to date with recruitment and application trends and requirements. They may also be asked to support the work of the service by providing front line support to the information team.

### Key Responsibilities

#### Main tasks

- Providing CV and Covering Letter advice to Imperial Undergraduate and Masters' level students
- Providing occasional front-line support to the Information team

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## Person Specification

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### Requirements

Candidates/post holders will be expected to demonstrate the following:

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### Education

- Currently studying a PhD at Imperial College London
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### Experience - essential

- Strong understanding of the Imperial College London student population
  - Interest in the graduate and post graduate labour market in the UK and internationally
  - Excellent IT skills: competent user of Microsoft Office
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### Skills and abilities

#### Communication - examples of:

- Having shown the ability to listen, read people and react appropriately
- Excellent verbal and written communication skills with ability to convey complex information
- Having communicated effectively and sensitively with different groups of stakeholders
- Excellent grasp of vocabulary, grammar and spelling
- Having shown the ability to ask questions

#### Planning and organising - examples of – essential:

- Having planned prioritised and organised own work
- Working to tight deadlines
- Working unsupervised

#### Pastoral care and welfare - examples of – essential:

- Giving feedback to students and referring to other services when appropriate
- Having given expert and impartial help to students
- Retaining student confidentiality

#### Service delivery - examples of – essential:

- Responding quickly and flexibly to different needs
  - Actively seeking feedback and using the findings to inform practice
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## Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. [Find out more about animal research at Imperial.](#)

May 2026