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Assignment Title: Employability and Career development

Module Code: LCLM4005

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Job Advert Comparison

Skills Table:

Skills	Job adverts 1 – Newcastle University	Job adverts 2 – University of Sheffield	Job adverts 3 – University of Leicester	Job adverts 4 – University of Cambridge
Communication skills	Clear verbal & written communication; liaising with students and staff	Communication with internal & external contacts answering enquiries	Strong written & oral communication; interacting with students & staff	Professional written & verbal communication; responding to enquiries
Organisation & time-management	Planning, coordinating programmes, managing multiple deadlines	Organising events, bookings, administrative tasks	Managing deadlines, priorities, maintaining accurate records	Planning, scheduling, managing complex admin processes
Digital & Administrative skills	High proficiency in Microsoft Office; admin systems	Competence in admin systems; office software	Data entry, maintaining systems	Microsoft Office proficiency; confidential digital files

Knowledge Table:

Knowledge	Job adverts 1 – Newcastle University	Job adverts 2 – University of Sheffield	Job adverts 3 – University of Leicester	Job adverts 4 – University of Cambridge
University procedures & academic admin	Programme coordination and assessment processes	Scheduling, events, student service procedures	Academic admin: assessment, records, student support	University admin structures & academic processes
Customer/student service principles	Supporting students and academic staff	Front-line services to students	Handling enquiries from students & partners	Student & department professional interactions
Data management & information handling	Managing systems; accurate records	Booking/payment systems; data processing	Data entry, student records	Confidential information management

Self-Assessment Using SWOT Analysis

Strengths:

I possess strong communication and interpersonal skills, which allow me to interact effectively with students, staff, and external partners. My organisational abilities enable me to manage multiple tasks, meet deadlines, and maintain accurate records, which are essential for an Assistant Manager role in a university environment. I am also proficient in Microsoft Office tools, including Word, Excel and PowerPoint, which supports my ability to prepare reports, schedule meetings and manage data efficiently. Another key strength is my adaptability; I can adjust quickly to new tasks, environments and technologies, especially within fast-paced academic settings.

Weaknesses:

Although I have strong administrative skills, I recognise several weaknesses I need to work on. First, I sometimes lack confidence in professional environments, especially when speaking to managers or asking important questions. This can make me hesitate and slow down my initiative.

Secondly, my stress management is not always effective. When several tasks come at the same time, I can feel overwhelmed quickly.

I also tend to double-check my work too much because I am afraid of making mistakes, which can reduce my productivity. Finally, I need to improve my technical skills, especially in advanced Excel functions and university administrative systems, which I currently only know at a basic level.

Opportunities:

Working in a university environment presents opportunities to develop my leadership skills, participate in professional training, and gain experience in student support and academic administration. There are also opportunities to learn new software used within universities, such as student record systems, scheduling tools and digital learning platforms. Additionally, networking with academics and university managers can support my career growth.

Threats:

Competition for university administrative roles is high, meaning I must ensure I stand out through skills and professional development. Rapid changes in digital systems could also be a challenge if I do not stay up to date with new technologies. Time management may also be a threat if workload increases significantly during busy academic periods.

Evidence of Readiness for Employability and Personal Advancement

I have demonstrated readiness for professional work through both academic and practical experiences. Throughout my studies, I have consistently completed assignments on time, showing discipline, organisation and problem-solving skills. My ability to work independently and meet academic standards reflects my reliability and commitment—qualities essential for administrative roles in higher education.

Additionally, I have gained transferable skills through previous work experience, including customer service, teamwork and conflict resolution. These experiences have taught me how to communicate clearly, remain patient under pressure and maintain professionalism when dealing with diverse individuals.

I have also participated in extracurricular activities such as group projects and presentations, which strengthened my teamwork, leadership and public-speaking abilities. Feedback from teachers and classmates has highlighted my strong organisation, clear communication and willingness to support others.

These examples show that I am prepared for employability and personal development. With continued improvement in specialist administrative tools and increased confidence in decision-making, I am well positioned to grow into the role of Assistant Manager within a university setting.

Goals & Personal Development Plan

Short-Term and Long-Term Employment Goals

Based on the weaknesses identified in my SWOT analysis, my first short-term goal is to improve my digital and data-analysis skills. This includes becoming more confident with Excel, developing my ability to use advanced functions such as formulas, pivot tables, and data visualisation tools, and learning how to navigate university information systems used for student records and scheduling. Strengthening these skills is essential because administrative roles require efficient data handling, accurate reporting, and effective organisation of academic information. By improving these competencies, I will be able to work more independently, complete tasks more quickly, and increase my overall employability for future assistant manager roles.

Another short-term goal is to gain more practical experience in academic administration. I plan to take part in internships, volunteering roles, or part-time positions within a university department to develop a deeper understanding of university processes. This hands-on experience will allow me to apply my organisational skills in real situations, build confidence when interacting with staff and students, and become familiar with the daily operations of academic teams. Gaining this experience will also help me develop stronger problem-solving skills and prepare me for more complex administrative responsibilities.

My long-term goal is to progress into a leadership role within university administration, where I can supervise teams, support students, and contribute to improving academic services. I aim to work in a position where I can help develop new administrative processes, guide junior staff, and ensure that student needs are met effectively.

This long-term goal aligns with my career aspiration to work in higher education, support student success, and contribute to the smooth operation of academic departments. Achieving this goal will require continuous professional development, leadership training, and exposure to different areas of university administration. By focusing on these objectives, I will be able to build a strong foundation for a successful career within the higher education sector.

Personal Development Plan (PDP)

Objective	Actions to Take	Timeline	Resources Needed	Progress Measurement
Improve Excel and data-analysis skills by completing online courses on platforms such as Coursera or LinkedIn Learning over the next 3 months.	Complete an online Excel course (intermediate + advanced). Practise weekly using real datasets.	3 months	Online courses (Coursera, LinkedIn Learning), YouTube tutorials	Completion certificates, improved speed and accuracy
Gain experience in university administration	Apply for student ambassador roles, part-time admin roles, or volunteer positions on campus.	4–6 months	University career services, job boards, CV	Number of applications, interviews and experience gained
Build confidence in decision-making	Participate in group projects, ask for feedback, take small leadership tasks.	Ongoing	Mentorship or peer support	Self-reflection, feedback from peers and supervisors
Improve time management	Use planners, digital calendars, and prioritisation tools. Reduce time spent over-checking work.	2 months	Calendar apps, productivity methods	Ability to meet deadlines with less stress
Develop long-term leadership skills	Attend leadership workshops, observe managers, take responsibility in team settings.	1 year	University workshops, online learning	Certificates, increased responsibilities

This development plan will support my career objectives by enabling continuous personal and professional growth, enhancing my employability, and supporting my progression towards a University Assistant Manager position.

References

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