

Lecturer Name: Dr Jaya Gapalkrishnan

Assignment Type: Mock Interview

Module number: LCLM4005

Job Advertisement

Campus Manager x2

Vacancy ID

11896

Executive Group/College

Professional Services and Operations

Department/Team

Estates

Location

UAL - Various sites, London UK

Grade

Grade 6

Salary

£52,246 to £62,934 per annum

Contract

Permanent

Term

Full time - 35.0 hours per week

DBS check required

Yes - Basic DBS

Job family

Operational

Advertised

Agency managed

Apply by

30 November 2025 23:55

Interviews

TBC

Job description

PURPOSE OF THE ROLE The Campus Manager is a senior management role, key to the successful provision of Facilities Management (FM) Services to each College group. The role reports to the Head of Campus Services and with delegated authority to act at a local level on their behalf is responsible for leading a team of Facilities staff and contracted service partners in the delivery of a customer-focused FM service. The postholder will build collaborative relationships and common understanding with college stakeholders to ensure Facilities services and initiatives reflect the College and Estates business requirements. The postholder will oversee facilities services to ensure a seamless and effective delivery by proactively assessing and identifying business and stakeholder requirements. You will be the champion of change and new initiatives that drive a culture of continuous improvement and to support the Head of Campus Services in the development of FM service strategies that promote a secure and well-maintained environment for staff, students and visitors.

Cover letter:

subject: Application for the position of *University Administrative Assistant / Manager*

dear, Hiring Committee,

I am writing to express my interest in the position of University Administrative Assistant / Manager within your institution. I am currently a first-year student in *Business Skills for the Workplace* at the University of Wales Trinity Saint David (London campus) and I would like to apply my academic knowledge and organizational skills in a professional university environment.

Before moving to the United Kingdom two years ago, I studied Accounting in Côte d'Ivoire, where I developed a strong sense of responsibility, attention to detail, and analytical thinking. My current studies are helping me strengthen my abilities in management, teamwork, and communication.

Living and studying in London has allowed me to grow in a multicultural setting and to improve my professional English. As a bilingual French and English speaker, I can communicate easily with people from different backgrounds and contribute to a diverse university community.

I am a motivated, reliable, and hardworking person who is passionate about supporting education and improving administrative efficiency. I believe that my background and enthusiasm would make me a valuable addition to your administrative team.

Thank you for taking the time to consider my application. I would appreciate the opportunity to discuss my skills and motivation in more detail.

Yours sincerely,

Yelli Nouria Ginette Traore

Curriculum Vitae (CV)

YELLI Nouria Ginette Traore

London, United Kingdom

+44 7405527541

yellinouriaginettetraore@email.com

Position Applied For: University Administrative Assistant / Manager

Education:

University of Wales Trinity Saint David (London Campus) – London, UK

First-Year Student – Business Skills for the Workplace | 2024-continuing.

Université de Côte d'Ivoire – Abidjan, Côte d'Ivoire

bachelor's in accounting | 2022 – 2023 ivory coast

First Year in Biology | 2021 – 2022 ivory coast

Baccalauréat Série D (Science et Mathématiques) – Côte d'Ivoire | 2020 – 2021

Professional Experience:

Restaurant Name – Abidjan, Côte d'Ivoire

Manager | 2022 – 2023

- Supervised daily operations and managed a team of staff
- Scheduled shifts, trained new employees, and handled customer relations
- Improved service efficiency and ensured high customer satisfaction

Waitress | 2021 – 2022

- Provided excellent customer service and maintained a clean, organized environment
- Assisted with inventory management and order preparation
- Developed communication, teamwork, and problem-solving skills

Academic / School Projects:

Accounting Project – University of Côte d'Ivoire | 2022 – 2023

- Prepared financial reports and budgets as part of coursework
- Practiced bookkeeping and accounting principles
- Developed teamwork, organizational, and analytical skills

Biology Project – University of Côte d'Ivoire | 2021 – 2022

- Conducted laboratory experiments and research projects
- Enhanced analytical thinking and attention to detail

- Collaborated effectively with classmates on team assignments

Key Skills & Soft Skills:

- Leadership and team management
- Administrative and organizational skills
- Accounting and financial basics
- Customer service and communication
- Microsoft Office (Word, Excel, PowerPoint)
- Bilingual: French (native), English (fluent)
- Time management, respect, punctuality

Languages:

- French: Native
- English: Fluent

Interests / Hobbies:

- Reading and continuous learning
- Cross-cultural communication
- Professional growth and networking
- Sports, traveling, volunteering

References: