

## Entry Level Job Titles

Job titles can be confusing, and it's not always clear what jobs are appropriate for new graduates. We analysed the job title data from our recent graduates and have put together a glossary featuring some popular "entry level" roles, with a brief description to help to demystify the process.

- **ADMINISTRATOR:** this is often used in business and public sector recruitment. Job titles include: Project Administrator. Trainee Administrator. Office Administrator. If you are a competent user of IT packages (familiarity with Microsoft Office, email) and other office skills, this could be a great starting point for you. Many organisations place high value on admin skills, and your use of IT software as a student will have equipped you with these skills. Admin roles can be a springboard into other graduate roles and may be a great starting point for new graduates. Any additional experience you gain in this can be valuable when looking for work in the future.
- **ADVISER:** this is often used in job titles within commercial or community settings; you may be supporting customers or clients. Typical job titles include: Customer Adviser, Support Adviser, Business Adviser, Political and Economic Adviser. If you like supporting others and working with people, or developing specialist knowledge to share with others, this could be one to look out for!
- **ANALYST:** this title is commonly used as an entry level job title in Consultancy work. This is an industry that takes people from all educational backgrounds. Vacancy adverts for Analyst roles may also suggest that the company is looking for someone with a high level of analytical ability. This may be true for some roles, but don't forget, your degree will have equipped you with strong analytical skills – think about how you can evidence these skills if you apply for analyst roles. You will find analyst roles advertised across Business, Technical, Research and IT sectors. This title might also be used to advertise Market Research, as well as social research and public policy positions. Typical job titles can include: Market Analyst, Business Analyst, Research Analyst, IT Analyst, Data Analyst.
- **ASSISTANT:** a term used to advertise entry level graduate roles. Actual job titles can include: Administration Assistant. Marketing Assistant. Teaching Assistant. Editorial Assistant. Research Assistant. Events Assistant. Market Research Assistant. Art Gallery/Museum Assistant. The term is widely used across a range of career sectors/industries and can be a good starting point in your search for jobs (particularly if you aren't too sure which sector/industry to target).

- **ASSOCIATE:** this job title can refer to someone who is a partner, colleague, co-worker, or part of a team in a work environment. Examples of job titles include: Account Management Associate, Associate Sub-Editor, Business Associate.
- **CONSULTANT:** Consultancy roles are commonly advertised within Business Consultancy (Management Consultant) and in Recruitment (Recruitment Consultant). Within the public sector, you can find Public Affairs Consultancy roles. These roles are often graduate-level and require an ability to analyse information and offer expert advice in a professional setting. The industry takes recruits people from a wide range of degree backgrounds.
- **COORDINATOR:** This job title is used in a variety of contexts. Job titles include: Events Coordinator, Business Support Coordinator, Campaigns Coordinator. As the title suggests, you will be responsible for coordinating activity in such a role and should enjoy liaising with different people and possess strong organisational skills.
- **EXECUTIVE:** you may see jobs advertising for Advertising Executive. Account Executive. Marketing/PR Executive. Digital Marketing Executive. This is commonly used to advertise “entry level” roles within creative industries, like Advertising, Marketing, Communications, PR and Digital Marketing. Although the word “Executive” may suggest that the role is aimed at someone with several years of experience, it is often a title used to attract new and recent graduates.
- **GRADUATE:** You often see “Graduate” in Graduate Management schemes and vacancies from corporate companies. The word graduate can be used to promote structured graduate programmes as well as by companies and organisations keen to recruit graduates into their organisations. Examples of job titles include: Graduate Management Trainee. HR Graduate. Graduate Teacher, as well as our own Manchester Graduate Talent opportunities.
- **INTERN:** in addition to internship opportunities for current students (often open to students in their penultimate year at university) an increasing number of companies and organisations offer graduate level internships and this job title is becoming quite common. Examples of vacancies/job titles include: Graduate Intern. Social Media Intern. Communications Intern. Government & Parliament Intern. It is worth checking the eligibility for these roles, as internships may be aimed at current students as opposed to graduates. [Manchester Graduate Talent \(MGT\)](#) helps source paid graduate-level jobs exclusively for University of Manchester graduates. We work with a range of organisations based in Greater Manchester, from start-ups to multi-national firms, plus recruiters within the University.

- **MANAGER:** although this is not a word associated with entry level graduate careers, it is sometimes used in job titles, which *are* suitable for new graduates. Examples of job title include: Trainee Manager, Project Manager, Account Manager. With this kind of job title, it is worth “reading the small print”. The role may be aimed at someone wishing to develop management experience. A recent job ad I found for a Graduate Trainee Manager described the role as being: “an excellent opportunity for a graduate-level person to advance their career”
- **OFFICER:** More commonly found in public sector and charity roles, Officer is often used as a job title. Examples include: Communications & PR Officer. Fundraising Officer. Executive Officer. Education Officer. Legal Support Officer.
- **RESEARCHER:** this type of role might involve undertaking research as a fundamental part of the job. If your degree has developed research skills (and most degree programmes do!) then you may be interested in these roles. Examples of job titles include: Documentary Researcher. Marketing Researcher. Research Assistant.
- **TRAINEE:** this is often used in job titles and in most cases implies that you will receive training in the role being advertised. Where you see this in a job title, you should be encouraged to apply, as the chances are the position will be an entry level role for recent graduates with limited experience. Examples of trainee roles include: Trainee Auditor. Graduate Trainee. Trainee Chartered Accountant. Trainee Social Worker