

# VACANCY NOTICE

REF: C130223

<b>POSITION</b>	<b>STUDENT RECRUITMENT LEAD</b>
<b>LOCATION</b>	<b>PENANG/KUALA LUMPUR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

As a Recruitment Lead you are responsible for achieving student recruitment targets.

### Responsibilities

1. Ensure the student recruitment targets are met. In doing so, implement recruitment strategies and initiatives effectively according to the approved budget.
2. Lead engagement and recruitment activities with schools, colleges, agents, sponsorship bodies and other external agencies as part of delivering the student recruitment targets. The activities include major education fairs, agent fairs and school fairs.
3. Ensure effective follow-up from leads to enrolments following the agreed turnaround time.
4. Provide effective leadership with respect to the portfolio's responsibilities by ensuring that the team:
  - has staff members in appropriate numbers with abilities, attitudes, motivations, performance levels and position descriptions required to deliver the team's responsibilities;
  - is managed effectively through systematic development and strict adherence to all policies and procedures;
  - plans and manages its budget and resources efficiently and effectively;
  - complies with relevant University brand guidelines and regulations and Government requirements;
  - reports professionally and accurately on matters related to the team's responsibilities;
  - engages effectively with internal and external stakeholders; and
  - manages complaints and incidents in an effective and timely manner.

## JOB REQUIREMENTS

- Minimum bachelor's degree in any field with 5 years' experience in related field
- Familiarity with the UK and Malaysia Higher Education (HE) sectors, and transnational education models
- Experience and understanding of student recruitment
- Extensive travel (up to 16 weeks although this may be exceeded) and require long hours of work.

## APPLICATION SUBMISSION

The application must include the following documents (all in ONE SINGLE PDF).

- (1) Cover Letter – Cover Letter – please address how you meet the Job Responsibilities and Requirements
- (2) An up-to-date CV.

- Application without the required documents (cover letter, candidate summary, and CV (all in ONE SINGLE PDF) may not be considered.