

VACANCY NOTICE

REF: J16112022

POSITION	STUDENT ADMISSIONS LEAD
LOCATION	ISKANDAR PUTERI, JOHOR, MALAYSIA
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

To lead the delivery of the admissions process efficiently and accurately to support the achievement of the University's student growth.

Demonstrate exceptional leadership ability in executing this role and be a supportive member of the University Recruitment, Admissions and Marketing (RAM) team to work collaboratively with colleagues within the team and outside the organisation.

Responsibilities

1. Ensure effective and timely implementation of the Admissions life cycle, in line with the University service level agreements. This includes effective management of all relevant stakeholders. In carrying out this responsibility ensure adherence to relevant University and Government requirements.
2. Ensure entry requirements for all programmes meet or exceed both MQA and entry requirements.
3. Lead the development of the University CRM system and ensure effective use of BANNER and other systems to support the implementation of admissions processes.
4. Produce timely and accurate reports and application cases for various purposes including to the Senior Management and the Admissions Committee, alongside recommendations based on trend analysis and/or benchmarking exercise where relevant.
5. Support the RAM team in the organisation and operation of the University events (on campus, off campus, online) including recruitment and marketing activities such as education fairs, school visits, open days and guide on campus visits (students, parents, school, counsellors and agents)
6. Engage effectively with students, faculties, and other departments (including UK campus based C&M Project Manager and International Office) in providing its services; and manages complaints and incidents in an effective and timely manner.
7. Undertake any other appropriate duties following consultation and direction by the Head of Recruitment, Admissions and Marketing.
8. Provide effective leadership with respect to the portfolio's responsibilities by ensuring that the department/unit:
 - has staff members in appropriate numbers with abilities, attitudes, motivations, performance levels and position descriptions required to deliver the department's responsibilities;

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- 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 department's responsibilities;

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
- Proven track record of Admissions and Enrolment of students within a QS 100 HE provider
- Able to apply a basic knowledge of established practice and procedures and display an awareness of customer needs.
- Able to analyse a range of data sources and provide insight on results, and present to a range of stakeholders.

APPLICATION SUBMISSION

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

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