

VACANCY NOTICE

POSITION	SENIOR OFFICER (RECRUITMENT & CORPORATE ALLIANCE)
LOCATION	JOHOR, MALAYSIA
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

Represent the University, raising its brand and profile, both locally and globally, and contributing to the achievement of ambitious targets for domestic and international student recruitment as part of the University's Growth Strategy.

To be an effective, efficient and supportive member of the University Recruitment, Admissions and Marketing team to work collaboratively and actively to increase student recruitment with special focus on sponsoring bodies and external stakeholders, and work seamlessly with admissions processes. As necessary, also to liaise with Student Administration and Services colleagues in the facilitation of current student activities.

- Perform recruitment functions and deliver targets, maximising the conversion rates from enquiry to acceptances, through responsible, customer-centric and focused services, ensuring all stakeholders, such as recruitment agents, schools and event organizers, are provided timely and accurate information and responses through various media, including emails, calls and visits.
- Organise, attend and report on recruitment activities with stakeholders, such as sponsoring bodies, foundations and corporate partners with potential for recruitment, in order to achieve designated semester and year targets, with equal focus on postgraduate programmes offered by the University.
- Organise, attend and report on training activities with stakeholders such as recruitment agents, school counsellors and other channels to ensure all parties are updated with information related to the University that can help in achieving targets.
- Assist in other projects and assignments allocated by line manager.
- To assist colleagues as necessary with other duties such as organisation of all the University's events, both on campus (including the University's Open Days) and off campus, training of students ambassadors and induction week activities for new students etc.

JOB REQUIREMENTS

- Willingness to work occasional weekends for either open days or recruitment events, with domestic and international travel, up to or exceeding 16 weeks in a year.