



## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>ASSISTANT DIRECTOR I</b>
<b>TYPE OF VACANCY:</b>	<b>MIDDLE MANAGER</b>
<b>REPORTS TO:</b>	<b>DIRECTOR, RECRUITMENT &amp; ADMISSIONS</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RECRUITMENT &amp; ADMISSIONS</b>
<b>SUMMARY:</b>	
<p>The Assistant Director will provide general supervision, leadership, vision and direction in all aspects of the Office of Recruitment &amp; Admissions process. Additionally, the position requires one to have excellent skills in organizing, event planning, and coordinating of recruitment initiatives and serves as one of the key contact persons relating to UB recruitment both internally and externally.</p>	
<p>The position of the Assistant Director of Recruitment &amp; Admissions is required to perform all task including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Contribute to the success of the Office of Recruitment &amp; Admissions by advising and assisting the Director of Recruitment &amp; Admissions in all aspects relating to the department's objectives, goals, plans, budgets, policies, practices and actions to produce desired student recruitment results, consistent with the overall mission and strategic plan for the Office of Recruitment and Admissions;</li> <li>• Evaluate and execute admission decisions on applicant files and monitor applications according to category, coordinate data entry, data checks, and distribution of relevant correspondence regarding the applicant's status;</li> <li>• Assist in the development and maintenance of the Office of Recruitment and Admissions recruitment and marketing plan with the purpose of promoting the University's visibility and general recruitment efforts. This will include both short-term and long-term projections;</li> <li>• Travel on behalf of the University for Recruitment, and other university related events, to assist with public speaking to individuals and groups on and off campus;</li> <li>• Manage and coordinate community workshops, retreats, open houses, college fairs and other recruitment events;</li> <li>• Serve as one of the central persons' to oversee recruitment goals and public relations promotion for UB;</li> <li>• Maintain and deliver exemplary customer experience at all events for prospective enquirers, applicants, influencers, and advisers;</li> <li>• Participate in the development of operating goals and objectives for the unit;</li> <li>• Recommend, implement, and administer methods, and procedures to enhance operations and analyze and develop recruitment strategies as appropriate;</li> <li>• Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency;</li> <li>• Create and maintain a pleasant relationship with all New Providence as well as family island schools and guidance counsellors;</li> <li>• Assist in creating innovative ideas and strategies for recruitment of new applicants and have input on design layout of brochures and paraphernalia supplies as it relates to recruitment;</li> </ul>	



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- Present and attend educational fairs, exhibitions, on and off-site, recruitment events and activities. This may include visitation to junior high schools, secondary high schools, and other civic groups locally as well as internationally;
- Oversee and manage supplies (recruitment paraphernalia) where necessary;
- Complete follow-up analysis of student's enrollment and college experience;
- Create reports and report all new programme of interest that is not currently offered at UB to assist in the overall planning process;
- Assist with the development, maintenance and execution of the Office of Recruitment and Admissions communication plan to prospective and new students;
- Oversee and handle all matters pertaining to transfer credit processing and responding to all email inquiries through the Admissions general account;
- Work closely with relevant departments/advising schools on matters peculiar to a category of applications;
- Answer a vast array of admissions queries which may include walk-in clients or telephone calls;
- Liaise with other senior staff, the UB community and candidates in coordinating the relevant Admissions exercises;
- Manage I.D. production process (student, staff, faculty, inventory supplies, and uploading of student records to the University's system);
- Discuss general status of application process periodically with the Director of Recruitment and Admissions;
- Complete staff evaluation forms annually for all staff under supervision within the Office;
- Promptly submit required annual or other reports that may be required in a timely manner;
- Assist with training, evaluating, and coaching Admissions Staff;
- Assist with special projects;
- Must uphold UB policies and procedures with regard to student privacy and confidentiality regulations;
- Manage Office in the absence of the Director.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills;
- Proficiency in Microsoft Word;
- Ability to pay attention to details;
- Must have strong organizational skills with the ability to plan, prioritize, organize workload;
- Ability to establish and maintain cooperative and effective working relationships with internal and external customers;
- Ability to exercise good judgement, independently set priorities, manage multiple projects with high quality results, meet deadlines, and maintain the highest degree of confidentiality.

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**QUALIFICATIONS:**

- A Bachelor's Degree in Business with at least (2) years' work experience in the work related environment and at the management level.

*N.B. Prospective applicants must have supervisory skills.*

<b>SALARY GRADE:</b>	<b>AD-1</b>
<b>DATE PUBLISHED:</b>	<b>December 13, 2017</b>
<b>APPLICATION END DATE:</b>	<b>December 31, 2017</b>
<b>DATE TO BE REMOVED:</b>	<b>January 2, 2018</b>

**Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:**

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form ([www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf))
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

**Email Address:**

**[hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)**  
**Attn: Vice President, Human Resources**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Director, I.*