

POSITION ANNOUNCEMENT

JOB TITLE	RECRUITING OFFICER I (position for Nassau)
TYPE OF VACANCY	STAFF
REPORTS TO	ASSISTANT DIRECTOR OF RECRUITMENT & ADMISSIONS
DEPARTMENT	OFFICE OF RECRUITMENT AND ADMISSIONS
<p>SUMMARY: The job function is to assist and provide general support to the Recruitment & Admissions Office related to local and international recruitment for prospective students at the University of The Bahamas (UB).</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Recruiting Officer is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist with attending and/or presenting at educational fairs, exhibitions, on and off-site recruitment events and activities. This may include visitation to junior high schools, secondary high schools, businesses and other civic groups locally and internationally; ➤ Create a pleasant relationship with all New Providence, as well as, Family Island schools' guidance counselors and principals; ➤ Assist with generating and maintaining a database for each high school that should be updated annually and, in some cases, at the beginning of each new school term; ➤ Contribute innovative ideas and strategies as it relates to the recruitment of new applicants, design lay-outs of brochures and the purchase of paraphernalia supplies; ➤ Assist with budget analysis and the development of recruitment strategies; ➤ Submit required weekly, annual or other reports in a timely manner; ➤ Create reports or database on actual student programme interest and enrollment of all new students; ➤ Assist with follow-up analysis of students' enrollment and college experience; ➤ Assist with reporting of all new programmes that are not currently offered at UB for the overall curriculum programme planning process; ➤ Must uphold UB policies and procedures with regard to student privacy and confidentiality regulations. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> ➤ Strong organizational skills in planning, prioritizing and organizing workloads; ➤ Excellent communication skills (have the ability to follow instructions) and communicate effectively – orally and written; ➤ Ability to represent the office in a professional manner at functions that may be internal or external; ➤ Ability to get along well with others and be a team player; ➤ Internal as well as external customer service skills; ➤ An ability to meet deadlines in a fast-paced work environment; ➤ Ability to pay keen attention to details and multi-task; 	

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- Ability to maintain confidentiality of records and information;
- Strong proficiency in Microsoft Office (Word, Excel, and PowerPoint);
- Must have a strong sense of professionalism and be able to work independently and in a group.

OTHER CONDITIONS OF EMPLOYMENT:

- Must have a valid driver's license;
- Must be able to work nights and/or weekends, when required;
- Travel is required (locally and internationally).

QUALIFICATIONS:

- Bachelor's Degree in Business Administration (BBA) Marketing or Media Journalism, with at least 2-3 years of work experience in the work related environment.

Interested applicants should send the following to the Human Resources Department electronically addressed as given below:

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

E-Mail Address: hrapply@ub.edu.bs

**Attention: Vice President, Human Resources
University of The Bahamas**

Salary Grade	CONTRACTUAL
Date Published	July 12, 2018
Application End Date	July 25, 2018
Date to be Removed	July 26, 2018

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 Recruiting Officer I - Nassau.