



POSITION ANNOUNCEMENT

JOB TITLE	RECRUITING OFFICER I
TYPE OF VACANCY	STAFF
REPORTS TO	ASSISTANT DIRECTOR OF RECRUITMENT & ADMISSIONS
DEPARTMENT	OFFICE OF RECRUITMENT AND ADMISSIONS
SUMMARY: The Recruiting Officer I 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).	
DUTIES & RESPONSIBILITIES: The position of Recruiting Officer I is required to perform a variety of tasks including but not limited to the following: <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 Islands schools' guidance counselors and principals;• Assist in creating recruitment campaigns, social media content to help generate and increase enrollment and follow-up with prospective applicants;• Assist with follow-up analysis of students' enrollment and college experience;• 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, purchase of and accurate recordkeeping 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 reporting of all new programmes that are not currently offered at UB for the overall curriculum programme planning process;• Assist with updating, processing and enrolment of all applicants in the systems;• Assist with I.D. Card processing;• Facilitate customer service queries;• Must uphold UB policies and procedures with regard to student privacy and confidentiality regulations.	
KNOWLEDGE, SKILLS & ABILITIES: <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;• Possess 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.
- **CONDITIONS OF EMPLOYMENT:**
- Must have a valid driver's license;
- It may be necessary from time to time, for the Recruiting Officer to work beyond the assigned eight (8) hours;
- Travel is required (locally and internationally).

QUALIFICATIONS:

- Bachelor's Degree or the equivalent with no work experience or Associate Degree in relevant area with ten (10) years' work experience.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (Use the Position Listing to select the job opening). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates
- At least three (3) written professional references.

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-1
Date Published	October 18, 2024
Application End Date	October 31, 2024 or until filled
Date to be Removed	November 1, 2024

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.