

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>RECRUITMENT OFFICER I – UB NORTH</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>DEPARTMENT/UNIT</b>	<b>OFFICE OF RECRUITMENT &amp; ADMISSIONS – UB NORTH</b>
<b>REPORTS TO</b>	<b>ASSISTANT DIRECTOR, RECRUITMENT &amp; ADMISSIONS – UB NORTH</b>
<p><b>SUMMARY:</b> The Recruitment Officer I – UB North is responsible for assisting and providing general supervision of local and international recruitment for prospective students at the University of The Bahamas (UB).</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Recruitment Officer I – UB North, is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ 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, and other civic groups locally and internationally;</li> <li>➤ Create a pleasant relationship with all Grand Bahama, as well as, Northern Island schools' guidance counselors and principals;</li> <li>➤ 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;</li> <li>➤ Contribute innovative ideas and strategies as it relates to the recruitment of new applicants, design layouts of brochures and the purchase of paraphernalia supplies.</li> <li>➤ Assist with budget analysis and the development of recruitment strategies; Submit required annual or other reports in a timely manner.</li> <li>➤ Create reports or database on actual student program interest and enrollment of all new students using Recruit/Online Platform;</li> <li>➤ Assist with follow-up analysis of students' enrollment and college experience using Recruit/Online Platform; Report all new programs that are not currently offered at UB for the overall curriculum program planning process;</li> <li>➤ Assist with processing and enrolment of all prospective records on Recruit/Online Platform; Update records in Banner.</li> <li>➤ Create, monitor and respond to social media content;</li> </ul>	
<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>➤ Strong organizational skills in planning, prioritizing, and organizing workloads;</li> <li>➤ Have excellent communication skills (have the ability to follow instructions and communicate effectively – orally and written);</li> <li>➤ Ability to work well with the team;</li> <li>➤ An ability to meet deadlines in a fast-paced work environment;</li> <li>➤ Ability to pay keen attention to details and multi-task;</li> <li>➤ Ability to maintain confidentiality of records and information;</li> <li>➤ Strong proficiency in Microsoft Office (Word, Excel, and PowerPoint);</li> <li>➤ Ability to create brochures, flyers and work with Sway;</li> <li>➤ Must have a valid driver's license;</li> <li>➤ Must be able to work nights and/or weekends, when required;</li> </ul>	



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- Travel is required (locally and internationally)

### **QUALIFICATIONS:**

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

**Salary Grade**

**AS-I**

**Date Published**

**July 3, 2023**

**Application End Date**

**July 16, 2023**

**Date to be Removed**

**July 17, 2023**

**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>

*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 Recruitment Officer I – UB North.*