



الجامعة الدولية المفتوحة

International Open University

Former: Islamic Online University

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Recruitment of Student Recruitment Officer

POSITION SUMMARY:

Be a part of the recruitment team and be responsible for building awareness and growing enrolment at the institution.

POSITION DETAILS:

JOB TITLE: Student Recruitment Officer

DEPARTMENT: Marketing

CATEGORY: Administrative

JOB TYPE: Part Time

WORKING HOURS: Four Hours a day/Six days a week

Note: This is a remotely working/ online based job.

PERSON SPECIFICATION

(1) Qualification

- *Minimum Requirement: Bachelors degree in Marketing, Sales or Business Administration*
- *Desirable: Masters degree in any of the above areas*

(2) Experience

- Tele calling experience working in service industries ideally Education

(3) Personality

- Must be an excellent team player and a strategic thinker
- Must have excellent inter-personal skills

JOB PROFILE AND DUTIES

Contact the previously registered and newly registered students primarily through phone calls and persuade them to enroll into their selected program of study.

Follow up on the applicants through emails on each call made.

Counsel the students to choose the right program for them.

Equip yourself with knowledge of all programs offering and guide the students in their program selection.

Equip yourself with knowledge of registration and payment process and guide the students in resolving their issues.

Make efforts to keep yourself updated on University's programs, policies and latest announcements.

Attend online team meetings within and outside the department.

Any other tasks as deemed suitable for your post as assigned by supervisor.