



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the following position:

DIVISION OF STUDENT SERVICES & ENROLMENT
MANAGEMENT

RECRUITMENT OFFICER

JOB SUMMARY

The **Recruitment Officer** is responsible for duties relating to the marketing of all academic programs offered at the University of the Southern Caribbean as well as recruiting both graduate and undergraduate students for the University. The position holder's responsibilities include attending college fairs, executing presentations to small-to-large audiences about the programs offered by the University, guiding high school and other prospective students on campus tours, preparing reports, and answering prospective student inquiries. A high level of customer service and communication expertise is required for this position. Additional responsibilities include partner profile creation, and letter preparation/correspondence. The job requires compliance with the established policies and procedures of the University and a high level of confidentiality. He or she reports to the Director of Admissions & Enrolment Management Department and works a 40-hour work week. This position may however require more than the standard 40-hour workweek and the position holder may have to work outside the normal work week time during crucial admissions recruitment seasons and on weekends where necessary.

DUTIES AND RESPONSIBILITIES

- In collaboration with the Director of Admissions and Enrolment Management Department, develops recruitment strategic plans, and written materials.
- Recruits prospects for the University at fairs and other events as applicable.
- Provides career and academic counselling, planning, and advising to potential students.

- Assists students in the completion of applications by addressing queries.
- Plans and executes the University's Open Day and Graduate and Undergraduate information sessions.
- Coordinates and executes community projects.
- Visits high schools and colleges and speaks to prospective students.
- Represents the University at Radio and Television appointments for the purpose of promoting awareness to the general public of the academic offering of the University.
- In collaboration with the Director of Admissions and Enrolment Management Department, develops and maintains partnerships with Secondary schools, Ministry of Education, SDA Conferences and Missions, and Government representatives as needed.
- Maintains recruitment@usc.edu.tt email account.
- Follows-up with prospective students to verify any application issues.
- In collaboration with the Director of Admissions and Enrolment Management Department, processes Leads/Contacts received through advertising and recruitment efforts.
- Arranges and executes campus tours for prospective students and parents.
- Creates a database of prospective students for call centre communication processing.
- Prepares documents including, but not limited to, marketing materials and other recruitment resources.
- In collaboration with the Integrated Marketing and Communications Department, manages the University's social media and web pages as it relates to recruitment.
- Works in teams on task as assigned.
- Attends and participates in meetings called by the Department and University.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree from an accredited institution.
- At least three (3) years' professional experience (experience in a similar position would be considered an asset).
- Competency working with Microsoft applications including Word, Excel and PowerPoint, and design and graphics applications, e.g., Canva.
- Experience working in a team.
- Knowledge of, and experience in, Social Media Marketing will be considered an asset.
- Proven experience working and speaking with young adults.

KNOWLEDGE, SKILLS AND ABILITIES

- The capability of writing reports and other basic documents.
- Excellent customer service skills.
- Strong planning and people reading skills.
- Ability to work with minimal supervision, and initiate and work on projects independently.
- The ability to communicate effectively with internal and external customers; excellent active listening, verbal and written communication and interpersonal skills.
- The ability to meet expected deadlines and schedules.

- The ability to deliver information effectively and persuasively.
- Ability to work extended hours during critical recruitment seasons.
- Ability to multitask and stay organized.

OTHER REQUIREMENTS

- Critical thinking.
- Highly organized.
- Willingness to guide others and provide ongoing support as they make important decisions.
- Willingness to travel and present information for recruitment purposes.
- Appropriate professional appearance and demeanour required.
- Confidentiality, integrity, dependability, and conscientiousness.
- Commitment to the high moral, spiritual and ethical values of the University.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than March 22, 2024.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.