



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Recruitment Assistant - UG

The Recruitment Assistant will mainly assist the Recruitment Officer and other senior staff in the efficient and accurate work of the Recruitment Office and the Academic Registrar's Office. In particular, the post involves the recruitment of undergraduate students and collaboration with companies.

VACANCY TITLE:	Recruitment Assistant – UG
NUMBER OF VACANCIES:	One
OFFICE:	Academic Registrar's Office
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Registrar
APPOINTMENT DURATION:	1 Year
PROBATION PERIOD:	3 Months
APPLICATION DEADLINE:	Application is open until the position is filled.
JD VERSION:	231123-1



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DUTIES AND RESPONSIBILITIES

The Recruitment Assistant will:

- Assist prospective undergraduate students by providing thorough information about UKH and its undergraduate programmes, creating student accounts in the system, and updating applicants for missing admission requirements.
- Assist in organizing, coordinating, and executing recruitment events such as university fairs, information sessions, and open houses.
- Encourage student outreach, cultivate, and maintain relationships with high schools and community colleges, and institutes.
- Conduct campus tours, providing detailed information about undergraduate academic opportunities, financial aid, scholarships, and student experience.
- Create and distribute recruitment materials, such as brochures, digital content, and social media campaigns, in collaboration with the marketing team.
- Assist in the collection and management of data, as well as the monitoring and evaluation of recruitment activities for ongoing process improvement.
- Respond accurately and promptly to inquiries from potential undergraduate students, including transfer students, school representatives, and academic advisers.
- Keep up to date on industry developments and competitive institutions and make recommendations for improving recruiting efforts.
- Undertake other clerical and administrative duties relating to Registry functions and be deployed across any team within ARO (Admissions, Student Records, Examinations) as demand dictates.
- Any other duties assigned by the Registrar.

PERSON SPECIFICATIONS

The Recruitment Assistant should have:

- A University degree in a relevant discipline.
- Fluency in English, good spoken and written ability in Kurdish and Arabic.
- Knowledge and skills in using MS Word, PowerPoint, Excel, and Outlook.
- Ability to enter, arrange, and categorise data and information relevant to recruitment and Registry functions.
- Good interpersonal and communication skills.
- Good organisation skills and accurate clerical abilities.
- Ability to manage and prioritise own tasks.
- Ability to provide a high standard of customer service in a busy environment.
- Ability to work independently and as part of a team.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.



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HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Recruitment Assistant – UG and inserting the most recent passport-size photo in the area provided on the application form.
 - Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
 - The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
 - Any application that does not specify the vacancy applied for will not be considered.
 - An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
 - Only short-listed candidates will be contacted for an interview.
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