



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement
Student Recruitment Senior Associate

Purpose of role:

The Student Recruitment Senior Associate will be responsible for leading student recruitment activities (undergraduate and postgraduate) across the University. The post holder will work closely with the academic Schools and lead a small team which includes student interns and volunteers to ensure that we provide potential applicants with up-to-date information on studying at UKH, and a smooth and efficient experience when making their application. The post holder will coordinate school liaison activities, organize inward and outward school visits, and build positive and ongoing relationships with counsellors and senior staff from local schools. The post holder will liaise closely with the Public Relations, Media, and Communications (PRMC) team to ensure that marketing collateral and social media activity is supportive of student recruitment. They will also work closely with the Academic Registrar's Office to ensure compliance with admissions criteria for efficient processing of offers.

VACANCY TITLE:	Student Recruitment Senior Associate
VACANCIES AVAILABLE:	One
OFFICE:	Academic Registrar's Office (ARO)
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:	Academic Registrar
APPOINTMENT DURATION:	One Year
PROBATION PERIOD:	Three Months
APPLICATION DEADLINE:	25 th April 2024
JD VERSION:	140424



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Duties and Responsibilities of the Student Recruitment Senior Associate:

- Lead the development and implementation of a UKH student recruitment strategy.
- Manage the student recruitment process to ensure excellent support and guidance to potential applicants and the efficient handling of applications.
- Ensure that applicants and potential applicants receive excellent customer service and a positive experience of UKH.
- Liaise with Deans, Programme Directors, Coordinators, and academic staff to represent the University's programmes to potential students clearly and positively.
- Manage liaison between the University and feeder schools to ensure the best possible experience of UKH for potential students.
- Develop and implement an annual calendar of inward and outward school visits and other activities and events to involve and attract potential applicants.
- Establish reciprocal relationships with schools through negotiating and drafting agreements and memorandums of understanding for long-term collaboration.
- Oversee and coordinate school-led activities and events at UKH.
- Attend and represent UKH at recruitment campaigns and open days.
- Manage a small team of recruiters, including student interns and volunteers.
- In collaboration with PRMC, assist in the development of marketing and social media campaigns to ensure maximum publicity for the University to our target audiences.
- Liaise with the Student Support and Wellbeing Centre to ensure that the induction process is comprehensive, well-managed, and a positive experience for new students.
- Provide reports to the University management on recruitment activity, including market intelligence and demand for programmes.
- Other reasonable duties as requested by the line manager which are commensurate with the role.



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PERSON SPECIFICATIONS

The Student Recruitment Senior Associate should have:

- A University degree, preferably in Business Management/Administration with a minimum of 3 years of relevant experience, OR;
- Master's Degree preferably in Business Management/Administration with a minimum of 1 year of relevant experience.
- Advanced spoken and written ability in English & Kurdish languages; spoken and written ability in the Arabic language will be an advantage.
- Advanced knowledge & clarity of principles and procedures for student recruitment, selection, and academic development. Candidate must have at least one year of experience in student recruitment and admission or university registry.
- Knowledge of administrative and clerical procedures and systems such as, managing, and categorising files and records, minutes, and transcriptions, designing forms, and other office procedures and terminology.
- Ability to listen, discuss, negotiate, guide, and provide advice and guidance on difficult, complex, or sensitive issues, considering the views of all parties.
- Advanced interpersonal and communication skills.
- Advanced customer service skills.
- Advanced organisation skills and accurate problem-solving abilities.
- 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 keep confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Student Recruitment Senior Associate 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 the quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available in the Vacancies section on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.