

## Student Recruitment Consultant

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Company: Business Umbrella

Location: Manama

Category: business-and-financial-operations

We are seeking a dynamic and results-driven Student Recruitment Consultant to join our team. The successful candidate will play a pivotal role in attracting and enrolling students for our educational programs. The Student Recruitment Consultant will be responsible for implementing effective recruitment strategies, building relationships with educational institutions, and guiding prospective students through the enrollment process.

Responsibilities:

**Develop and Implement Recruitment Strategies:**

Devise and execute innovative recruitment strategies to attract a diverse range of students.

Utilize various channels such as social media, events, and partnerships to reach potential students.

**Build Relationships with Educational Institutions:**

Establish and maintain strong relationships with schools, colleges, and universities to promote our educational programs.

Collaborate with academic advisors and career counselors to identify potential candidates.

**Conduct Information Sessions and Workshops:**

Organize and conduct information sessions and workshops to educate

prospectivestudents about our programs.

Address inquiriesand provide detailed information about courses, admissionrequirements, and careerprospects.

GuideProspective Students Through the EnrollmentProcess:

Assist studentsin completing application forms and ensure all required documentsare submitted.

Provide guidance on theenrollment process, including financial aid options and scholarshipopportunities.

MeetEnrollment Targets:

Setand achieve enrollment targets by implementing effectiverecruitment strategies.

Monitor and report onrecruitment metrics to assess the success of variousinitiatives.

Collaboratewith Marketing Team:

Workclosely with the marketing team to create compelling promotionalmaterials and campaigns.

Provide input ontarget demographics and market trends to enhance marketingefforts.

Stay InformedAbout EducationTrends:

Stay updated ontrends in education, employment, and industry demands to tailorrecruitment strategies accordingly.

Attendconferences and workshops to stay abreast of changes in theeducation sector.

MaintainAccurate Records:

Keepaccurate records of student interactions, applications, andenrollment status.

Generate reports onrecruitment activities for managementreview.

Qualifications:

Bachelor'sdegree in Marketing, Business, Education, or a relatedfield.

Proven experience in student recruitment or a similar role.

Strong understanding of the education sector and admissions processes.

Excellent communication and interpersonal skills.

Ability to work independently and as part of a collaborative team.

Results-oriented with a track record of meeting targets.

Familiarity with CRM systems and recruitment software is a plus.

#### Benefits:

Competitive salary

Performance-based incentives

Health and wellness programs

Professional development opportunities

Friendly and inclusive work environment

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Generated on: 2024-04-28 by Expertini.Com