JOB VACANCY

Organization: Haigazian University
   Rue Mexique, Kantari

Contact: Ashraf Badreddine
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Job Title: Student Recruitment & Placement officer

Job type: Full time

Work hours: 40 hours per week (distributed over 5 days)

Location: Beirut, Lebanon

Application Deadline: March 27th 2014

JOB SUMMARY

The Student recruitment officer helps recruit students in Haigazian’s academic programs by visiting schools & introducing/explaining to students the educational services the university has to offer and disseminating to students and alumni information regarding potential employers. The officer also campaigns & advertises for the university.

DUTIES & RESPONSIBILITIES

1. Brand HU in targeted schools and serve as a liaison to promote to high school students higher education opportunities at the university.
2. Organize and plan all recruitment activities for local schools and fairs, & an open house on campus.
3. Establish and maintain effective relations with school directors/orientation directors and organize school visits to recruit new students.
4. Coordinate all recruitment travel to target countries.
5. Assist in annual budget development for student recruitment.
6. Counsel students regarding educational issues such as course & major selection and career planning.
7. Come up with a marketing campaign.
8. Advertise the university through different media targeting prospective students.
9. Prepare & negotiate advertising and sales contracts.
10. Update the brochures and coordinate with the printing company on the design and printing of all materials.
11. Update the website with announcements and pictures related to the recruitment office.
12. Coordinate with the purchasing department in order to develop and implement promotional materials to be distributed to schools and contact persons.
13. Perform various tasks pertaining to the Admissions office as requested by the supervisor.
14. Provide support to current students and alumni in developing cover letters and curriculum vitae.
15. Review job postings and communicate posted job vacancies to current students and alumni.
16. Establish contact with existing and potential employers.
17. Assist in the organization of job fairs on the grounds of HU.

MINIMUM REQUIREMENTS & SKILLS:

- BA or BS
- 5 years of experience
- Flexible with working hours
- Excellent organizational skills
- Time management skills
- Public Relation skills
- Effective verbal and written communication skills
- Effective presentation skills

BENEFITS

- Basic Salary
- Class B Health Insurance
- NSSF
- Child Education Allowance
- Mobile allowance

SALARY
Salary will be commensurate with experience

Interested candidates should send their CV staffapplications@haigazian.edu.lb.