



Job Description

Position Title	Interns
Department	Student Marketing and Recruitment Department
Reporting To	Senior Officer, Student Marketing and Recruitment
Type of Position	<u>Internship</u>

**POSITION DESCRIPTION**

Incumbent will be responsible for handling the digitization of prospective students' data. The Intern will help in communicating with potential HU students for recruitment while keeping a log of all communications made, especially the comments gathered over the telephonic communication. Furthermore, S/he will be responsible for assisting with all other recruitment activities.

**DUTIES AND RESPONSIBILITIES**

- ✓ Digitizing data of prospective students;
- ✓ Performing Telephonic and Postal communication with students;
- ✓ Assisting with recruitment activities such as events, outreach and other Marketing and Recruitment related tasks.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Fresh graduates/ undergraduate student
Required Experience	✓ Fresh graduate.

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Communication Skills	High
2.	Microsoft Office	Medium