Job Description

Position Title	:	Manager, National Board Recruitment and Admissions
Department	:	Student Recruitment and Admissions
Reporting To	:	Director, Office of Student Recruitment and Admissions
Type of Position	:	Full Time

POSITION DESCRIPTION

Specialist, National Board Admissions will be responsible for the planning and execution of the overall supervision and efficacy of various recruitment and admissions activities. This includes responsibility of the planning and implementing of strategies for engaging with local examination board students, parents, subject teachers, counsellors and principals. Additionally, this will entail planning and executing a variety of activities, such as representing HU through workshops during admissions season, conducting campus tours, organizing yield events, executing National Board admissions process, orientation/information sessions and summer engagements, including other relevant activities. Furthermore, the candidate will plan various strategies to engage students through multiple mediums, which will include but not be limited to email, SMS and postal communication. The incumbent will also assist the admissions head with the ongoing student recruitment and admissions activities.

DUTIES AND RESPONSIBILITIES

Student Outreach:

- Organize and conduct student outreach through Campus tours, School workshops, Educational Expos, and student events such as winter camp etc.
- Creation and dissemination of marketing collateral

Principals, counselors and teachers networking

- Creating a network of Local Education Board principals, counselors, and subject teachers
- Organizing and executing events catering to the aforementioned audience
- Creating communication links through various mediums including but not limited to SMS, WhatsApp, Telephonic, E-mail, and Postal.

Student Communication

- Plan and execute strategic communication with students including but not limited to SMS, WhatsApp, Telephonic, E-mail, and Postal.

Logistical Support

- Lead the National Education Board admissions program to uphold long-term sustainability goals through information dissemination
- Manage event planning, handle procurement and backend logistical tasks to ensure smooth running of events

Admissions and Operations:

- Responsible to manage the application system for the National Board candidates
- Coordinate with various stake-holders to develop entrance test training modules
- Responsible for logistical arrangement of the Summer Prep program
- Engage in the shortlisting process and developing the necessary tools for evaluation
- Ensure targeted enrollment from the National Board program and onboarding them effectively

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	✓ At least 2 years of relevant work experience including at least one year in a higher education institute ✓ Strong writing skills, including the ability to produce clear, concise, and accurate copy in accessible English ✓ Strong organizational, interpersonal, and coordination skills ✓ A good grasp of the educational structure, processes and norms of Pakistan ✓ Demonstrated ability to perform collaborative work in the educational sector ✓ Teamwork and project coordination ✓ Attention to detail and strict adherence to timelines ✓ Proficient at MS Word, PowerPoint, and Excel

Revision Date		Version	

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Strong Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Leadership	High
4.	Negotiations and Budgeting	High
5.	Conflict resolution	Medium
6.	Decision-making	High
7.	Organizational skills	High
8.	Time management skills	High