

## Vacancy: Student Recruitment Advisor

Embury is looking for a **Student Recruitment Advisor for Pretoria Montana Campus.**

### Roles and responsibilities:

- ✓ Answer inbound calls, emails, web enquiries and prospective students that walk into Embury.
- ✓ Assist students with the admission and registration process to ensure appropriate guidance is provided regarding programme and qualification requirements and financial obligations.
- ✓ Provide prospective students with the highest level of customer service through effective phone, email and face-to-face communication.
- ✓ Attend school visits, career expos and road shows.
- ✓ Assist with providing sales documentation and information.
- ✓ Review enrolment/registration documentation received from prospective students and ensure all required information is obtained.
- ✓ Ensure that all student records are updated on the database.
- ✓ Ensure that all web queries are answered promptly and that the required follow up is done.
- ✓ Meet activity and registration targets set by National Student Recruitment Manager.
- ✓ Build and maintain good relationships with students, customers and colleagues.
- ✓ Demonstrate an awareness of Embury's ethos, organisational policies and procedures.
- ✓ Ensure that you are fully aware of the functionality of the various systems and tools as required in the recruitment team.
- ✓ Ensure that you fully understand the details of the Embury portfolio of educational programmes.
- ✓ Ensure that all interested students are contacted for marketing purposes and that follow ups are maintained.
- ✓ Contact schools and establish opportunities for presentations and talks.

### Job requirements:

- ✓ Minimum of a Matric
- ✓ Higher education experience (advantageous)
- ✓ Previous experience in a similar position
- ✓ Sales experience

### Required skills and behaviours:

- ✓ Excellent communication and networking skills.
- ✓ Business-focused with a passion for academic excellence.
- ✓ Focus on customer service.
- ✓ Excellent organisational and problem-solving skills.
- ✓ Highly self-motivated.
- ✓ Excellent knowledge of the higher education environment.
- ✓ Target driven.
- ✓ **Valid and clean driving licence and own car essential.**

Interested applicants are to e-mail a letter of application together with a CV of no more than 3 pages to

[hr@embury.ac.za](mailto:hr@embury.ac.za)

Closing date: 22 May 2019

**NO TELEPHONIC ENQUIRIES will be entertained.  
Only short-listed candidates will be contacted.  
Embury reserves the right to not fill this position.**