

Job Title: Assistant Recruitment Adviser

Location: Delhi

Department: Education

About Sannam S4

Sannam S4 enables globally-ambitious institutions to explore, enter and expand into dynamic, high-growth markets throughout the world. In India, Sannam S4 specializes in establishing a local presence, increasing local activity and developing the local interests of international organizations and education providers. A presence across key cities (New Delhi, Bengaluru, Mumbai, and Chennai) and an experienced team of professionals help Sannam S4 deliver solutions for a range of prestigious organizations.

The Education Team, the largest within Sannam S4, serves over 50 higher education institutions from eight countries. These range from six of the top ten institutions in the world and half a dozen Russell Group universities in the UK, to leading institutions in the U.S., Canada, Ireland, Australia and New Zealand.

About Our Client – Federation University (www.federation.edu.au)

Federation University Australia (FedUni) is a fully recognised and supported Australian Government University. It is a dual-sector University with multiple campuses (Ballart, Gippsland, Berwick and Brisbane) a network of partner providers delivering tertiary education across multiple locations in Victoria, New South Wales, South Australian and Queensland as well as offshore in Malaysia China. The University provides technical and higher education as well as significant research opportunities and several hundred programmes across many fields of study. The teaching facilities and equipment meet very high standards to ensure graduates are well prepared for industry and research.

Role

Applications are invited for the post of Assistant Recruitment Adviser for FedUni. Based in New Delhi for a one-year period, the successful candidate will be a part of Sannam S4's Education Team. He/she will support FedUni's recruitment and administrative process. The successful candidate will support the University to meet its key priorities in the subcontinent market, namely enrolment growth, without undue immigration risk. The candidate should have excellent organizational and influencing skills and should have the ability to work constructively with multiple stakeholders including University, Partners and the Government.

The role of the Assistant Recruitment Adviser is to support the recruitment of quality students from India, Sri Lanka and Nepal. Working closely with the Regional Recruitment & Marketing Adviser, the role is responsible for implementing FedUni's recruitment activities in India, ensuring that the activities are consistent with the University's international student growth strategy, annual country plans for the region, and that they are delivered on time, to budget and to standard.

Whilst the role will be based in Delhi, travel to other destinations to support the University's recruitment activities may be required. The role requires extensive travel within India as required, to conduct recruitment activities.

Major duties

Under the broad direction of the Regional Recruitment & Marketing Advisor duties and responsibilities include, but are not limited to:

- Work closely with the Recruitment team to develop an annual recruitment plan to meet targeted growth
- Assist in the development of the annual recruitment event calendar and assist in event arrangements including booking venues/booths, arranging speakers and invitations, arranging appointments for academics and FedUni staff, arranging marketing collateral for events
- Attend and coordinate student recruitment activities throughout India, including interview programs and education fairs, providing prospective students and other stakeholders with relevant and accurate advice regarding FedUni's offer
- Provide recommendations to the Manager, International Student Recruitment regarding the University's academic, English language and genuine temporary entrant requirements, to maximize the recruitment of genuine, high quality students to the University
- Support the University's social media activities targeting Indian students
- Assist with logistic arrangements for the team **through authorized vendors**
- **Follow up on leads generated by the marketing team & provide updated status on periodical basis.**
- Handle agents enquiries via phone/emails/social media & provide them with accurate & updated information about the university
- Conduct agent counselor training sessions (virtual and in-house)
- Provide a monthly activity report of activities undertaken on a daily basis and of relevant market updates, as well as produce and interpret student data
- Maintain up-to-date information on all relevant scholarship schemes in Australia.
- Assist in the facilitation of visits by University employees
- Undertake other relevant activities by the University, as required

Organisational Relationships

- The role reports to the Regional Recruitment & Marketing Adviser

Essential required qualifications

- A tertiary qualification and 3 years relevant work experience in international student recruitment, preferably with an Australian focus
- Bachelor degree in business management, commerce, marketing, project management or equivalent
- Demonstrated knowledge of the Australian higher education sector and relevant high school and university sectors, particularly South Asia
- An understanding of the student recruitment environment in India
- Capacity to build effective collaborative working relationships with internal and external stakeholders, including agents, academics and universities
- Strong oral and written communication skills, including the ability to make effective presentations, counsel students and their parents and produce high quality written documents and reports
- Ability in all aspects of standard office productivity software, including Microsoft Word, Excel, Access and Outlook, together with the skill base to quickly gain working knowledge of any University based online system

- Good organisational, interpersonal and liaison skills
- Demonstrated initiative and ability to work both independently and as part of a team
- High-level English proficiency
- Flexibility to travel as required and work on weekends

Work Experience

- Experience in arranging events or marketing initiatives within timelines to contribute to performance targets
- Demonstrated knowledge of the India education market across key segments
- Demonstrated strong communication and interpersonal skills to deliver concise written reports, prepare and deliver presentations, provide ethical and accurate study advice, and professionally represent an organization
- Demonstrated organizational and project management skills with an ability to prioritize workload, work independently and take initiative within a collaborative small team

Skills & Competencies

Essential

- Undergraduate qualification in Business or related field
- Experience in sales or account management, preferably in the higher education sector or in a high value service sector
- Excellent written skills and demonstrated ability providing formal reports to senior leaders
- Well-developed presentation skills
- Demonstrated ability to operate with a significant degree of initiative and independence
- Knowledge of the international student market and relevant legislation
- Ability to efficiently use the Microsoft Office suite

Desirable

- Knowledge of programs offered by tertiary institutions or a demonstrated ability to acquire that knowledge
- Experience in dealing with international students and recruitment agencies in India

How to apply

If you would like to be considered for this role at Sannam S4, please send your CV with an introduction letter and salary requirements to: careers@sannams4.com.