



JOB ADVERTISEMENT

POST TITLE: STUDENTS RECRUITMENT CONSULTANTS
Post location: VARIOUS LOCATIONS ACROSS NIGERIA
Job Ref: BT20202
The British Transatlantic College is an educational institution providing cutting edge national and international education to students from post primary level. The College offers JSS 1, SSS 1, IGCSE, A' level & University Foundation programmes. We operate rolling admission and admit students mainly for October and January starts.

JOB DESCRIPTION

Job Family: Administrative Services

Job Purpose: Working with the Chief executive, providing holistic support on school marketing and students recruitment processes.

Job Duties:

Marketing and Students Recruitment

1. To promote and inform prospective applicants about our courses and services, and by visiting and delivering presentations and activities in schools and colleges in target areas across the Nigeria as part of the organisation's student recruitment strategy.
2. Plan, arrange and carry out visits to schools and colleges in identified geographical target regions throughout Nigeria to deliver activities and presentations, from a student perspective, to potential applicants about a range of topics.
3. Work with other Student Recruitment consultants to develop interactive activities and materials, appropriate to the target audiences, and tailored to the needs of schools and colleges.
4. Support the expansion of the number of target schools and colleges. This will involve assistance with targeting, and contacting/liasing with identified schools and colleges in new geographic areas.
5. Contact new schools and colleges to offer visits, talks and activities. Keep accurate records of visits which have taken place, in order to be able to monitor and evaluate impact.
6. Maintain records of feedback from the schools and colleges which have been visited.
7. Prepare relevant reports about the activities undertaken.
8. Assist with and support the wider student recruitment and outreach team with a range of Education recruitment events and activities, on-campus and throughout Nigeria. This can include smaller recruitment events in individual schools and colleges, University Visit Days, as well as other appropriate recruitment events that may be identified during the course of the year.
9. Contribute to other relevant duties and activities as may be identified the recruitment efforts.

Points to Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Organisational Responsibility: Reports to the Chief Executive.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

SELECTION CRITERIA

Area	Criteria	Methods
Experience	<ol style="list-style-type: none"> 1. Previous experience of working within post primary education, further education or higher education in a recruitment or schools liaison setting. 2. Experience of supporting/organising Recruitment and enrichment activities 3. Experience of working in a customer facing role 	Application and Interview
Aptitude & Skills	<ol style="list-style-type: none"> 1. Presentation & Persuasive skills 2. Social media marketing skills including Facebook, twitter and instagram. 3. Ability to drive with clean driving license. 4. Excellent administrative, organisations and time management skills 5. High level of IT proficiency, particularly with Microsoft Office (Word, Excel, PowerPoint) 6. Excellent written and verbal communication skills and telephone manner 7. Ability to plan and prioritise workloads and the ability to work to deadlines and on own initiative 	Application and Interview
Professional Training	<ol style="list-style-type: none"> 1. Computer certification 2. Communication skills and other personal development training 	Application
Education & Qualification	<ol style="list-style-type: none"> 1. Educated to A' level, ND 2. Police clearance certificate 	Application

Conditions of Service

The post is offered on an open-ended freelance contract. Remuneration is based on commission and monthly stipends for logistics. Consultants will be paid **N50,000.00** on each student successfully recruited plus **N10,000.00** monthly stipends. The appointment will be subject to the organisations normal Terms and Conditions of Employment for Operational and Administrative staff, including possible salary increase after probation period.

Applications

How to apply: interested applicants to send a copy of their CV with a written statement about their relevant experience and what they can do, via email to: jobs@btcnigeria.org. Applicants who did not receive any feedback within two weeks should consider the application unsuccessful.

Closing Date: The closing date for receipt of applications is open. However, the college reserves the right to close the any new application at any time. Interviews will be conducted on a rolling basis via Zoom video.