



IJN COLLEGE

We are looking for suitable and qualified candidate for the following position:

EXECUTIVE – STUDENT AFFAIRS & MARKETING (CONTRACT) IJN COLLEGE

Responsibilities

- Plan, develop and implement student affairs policies and activities.
- Provide support to students pertaining to health, wellness, welfare and any areas relevant to student affairs.
- Plan, develop and implement strategy in enhancing College's branding and on recruitment & retention of students.
- Develop marketing network with relevant contacts from school, tuition centers and agencies.
- Coordinate marketing events and monitor performance of appointed agents or agencies.
- Participates in programs conducted by IJN College and support alumni activities.
- Perform other ad-hoc task assigned by the management.

Requirements

- Possess Bachelor Degree in Business Studies, Marketing or equivalent.
- Minimum of three (3) years' experience in activities to student affairs, marketing academic programs and recruitment students.
- Possess technical knowledge and skills in social media marketing, organizing marketing events, establish network for students' recruitment and skillful on close deal with potential students.
- Able to work independently and a team player, strong analytical and tactical thinking and problem solving skills.

Closing Date

8th April 2021

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**