



International Outreach and Recruitment Officer

IIE is bringing educational opportunities to students in Asia – and we need your help to do it.

The Institute of International Education (IIE) is partnering with STEM Related Graduate University in the Gulf Region to provide global outreach and recruitment services to identify highly talented undergraduates from around the world for its Graduate Scholarship Program. The partnership is centrally-coordinated out of the IIE/NY Headquarters Office and works with China, Japan and South Korea.

YOUR ROLE:

The International Outreach and Recruitment Officer is responsible for the development, coordination and implementation of a graduate level outreach and recruitment strategy for China, Japan and South Korea, providing subject matter expertise to a wide array of stakeholders on outreach activities and country-specific educational systems. The International Outreach and recruitment Officer serves as the first point of contact for potential graduate applicants, universities, and partner organizations throughout the region. The Officer is expected to develop and maintain contacts at STEM field institutions, including administrators, counselors, faculty, and other student influencers to attract and recruit graduate student pool for a STEM related scholarship in the Gulf region.

Essential Functions:

- In consultation with team members, develops a targeted annual outreach and recruitment strategy for STEM related graduate level programs within the assigned world region.
- Collaborate with global outreach team in implementing the recruitment strategy within the priority regions.
- Develop and maintain contacts at STEM universities, agencies, vendors, consultants, and contractors, to represent the scholarship opportunity and IIE.
- Recruits and serve as direct point of contact for potential applicants interested in STEM field graduate degree programs.
- Accountable for outreach and recruitment strategy implementation within the assigned countries or geographic region. Oversees the coordination and implementation of outreach and recruitment activities for program(s) including the development and dissemination of appropriately branded outreach materials, accurate recordkeeping and metrics, and reporting.
- Assist in the planning and implementation of a brand awareness campaign to promote and represent the scholarship at various events.

- Serves as a subject matter expert on educational systems within the designated world region; advises partners and clients on country-specific recruitment and admissions-related considerations.
- Drafts and reviews program reports.
- Represents world region in designing and introducing new initiatives and leading special/technical projects.

OUR REQUIREMENTS:

1. Undergraduate degree, minimum 5 years of demonstrated experience in a professional environment. Experience with university admission, undergraduate student population, study abroad, scholarship management, or relevant area.
2. Ability to travel extensively within East Asia
3. Strong understanding of secondary and higher educational systems within the designated world region and the United States.
4. Significant experience in an outreach and recruitment role. Must exhibit maturity and be comfortable in a client-centered team, and demonstrated ability to use diplomacy in difficult situations.
5. Ability to prioritize under time constraints and pressures.
6. Excellent interpersonal, communication, public speaking and presentation skills.
7. Superior writing and editing skills and a thorough knowledge of the English language. Abilities in a language relevant to the designated world region strongly preferred.
8. Creativity and ability to suggest innovative yet practical solutions to new challenges.
9. Able to work as a team player- contributes to the team as well as handles tasks assigned by more than one supervisor.
10. Knowledge of customer relationship management and database software.
11. Advanced proficiency with Microsoft Office applications including Word, Excel and Outlook and applicable outreach and recruitment mediums.

If you are interested in joining us, please send your resume with a cover letter, and your present and expected salary to jobs_hongkong@iie.org.