



THE POST: Recruitment Officer
THE SALARY: (BCS27) \$89,874.72 to (BCS29) \$96,738.97
DEPARTMENT: Communications
CLOSING DATE: Tuesday, 8th of November, 2022
APPLY TO: Lauren Alleyne,
Officer, Human Resources & Development,
at humanresources@college.bm

BC'S CORE VALUE - COMMITMENT TO EMPLOYEES

Bermuda College supports a work environment that is conducive to a healthy balance among work, family life and self, recognizing that is what leads to a dedicated, creative and innovative employee. We will value each employee's job as a meaningful part of the whole; we will provide professional development opportunities and clearly defined career tracks.

THE POST

Bermuda College is seeking a talented and creative professional to join our staff as an:

Recruitment Officer

The Recruitment Officer will be responsible for developing strategies and programmes to recruit students to Bermuda College. The role will involve the external and internal promotion and marketing of the various divisions, departments, programmes, events and strategies of Bermuda College. The Recruitment Officer also undertakes liaison, public relations and media relations duties.

In addition, the Post-holder performs budgeting and administrative duties associated with the provision of the recruitment of students to Bermuda College. The successful post-holder reports to the Director of Communications.

RESPONSIBILITIES AND ACCOUNTABILITIES

The Recruitment Officer will coordinate and manage recruitment initiatives throughout the College: to accomplish this the Recruitment Officer will participate in Communication's Strategic Planning process and work with the department's Marketing & Social Media Officer to schedule all Bermuda College advertisements and marketing initiatives in local and international media.

The Recruitment Officer will assist with the development of recruitment materials and public relations initiatives, and assist with the coordination and management of all College booth displays. Additionally, he/she will be expected to coordinate and manage Bermuda College recruitment presentations to diverse audiences, using an integrated marketing approach. The successful candidate will be able to demonstrate and speak to their experience in working with external agencies and other recruitment events related to College recruitment e.g. Careers Fair, College Fair, etc.

Additional duties and responsibilities will include regularly reviewing and updating recruitment materials and promotional items and managing the recruitment budget; coordinating and assisting the online application process; and managing Bermuda College recruitment of Dual Enrolment, Community Education, and other student target groups as part of his/her duties. The successful candidate will be expected to show a willingness and understanding of participating in regular departmental and committee meetings.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

Applicants must possess a Bachelor's Degree or have equivalent career experience in a Marketing or Communications environment and be capable of operating in a computerised environment, with proficiency in Microsoft Office Software. A minimum of three (3) years' relevant experience in a similar environment is required for the post.

Applicants will be required to demonstrate their experience in managing budgets, and managing multiple projects and tasks simultaneously; must demonstrate the ability to create, develop and effectively implement recruitment initiatives and be able to demonstrate a proven track record in setting and achieving data-driven results.

The Recruitment Officer is expected to have excellent written and verbal communication skills, demonstrable presentation skills, and will have an excellent time management record. He/she must be a team player.

APPLICATION DOCUMENTS

Please send, along with your resume: At least two (2) each, recent, written, work and character references which include contact information. Persons providing a work reference must be able to assess your qualifications and experience from their own experience, when working with you.

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