



## Assistant Recruitment Director, Sponsor Projects (US)

### Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment allowing them to acclimate to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, United Kingdom and Asia, including Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, The University of Alabama at Birmingham, Washington State University, Suffolk University and Illinois State University.

### Reporting line

This position reports to the Recruitment Director (Middle East & Africa) with a strong reporting line to the Vice President, Recruitment (US).

### Job overview

INTO is looking for an energetic and methodical self-starter to take responsibility for establishing and building relationships with key sponsoring organizations based in the US, principally in Washington DC. Representing all INTO's Joint Venture centers and partner universities in the US, the Assistant Recruitment Director, Sponsor Projects will position INTO as a solutions-provider able to help sponsors enroll students successfully in appropriate courses across a range of locations. Through the development of these relationships, and with the support of INTO centers, this role will drive growth in sponsored enrollments at all US centers.

### Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the duties and responsibilities may change over time but will include the following:

- Develop and strengthen existing relationships with key staff in major sponsoring organizations, with a focus on Saudi Arabia, Kuwait, Oman, UAE, Qatar and Panama.
- Establish new working relationships with sponsoring bodies from Malaysia, Indonesia & Turkey.
- Lead on major sponsored projects, working closely with INTO's Regional Office teams and centers as required to deliver successfully for the sponsors.
- Research and report on current and future trends in sponsoring programs, acting as a source of reliable and up-to-date information for the INTO network across the US.
- Act as first point of contact for sponsors, recommending suitable INTO programs for their students and handling, in conjunction with center staff, enquiries and issues that arise about current students.
- Coordinate and arrange visits to sponsoring organizations for INTO center staff, ensuring each major sponsor receives regular visits.
- Represent the INTO network at relevant conferences and other events.



- Work closely with colleagues across INTO centers, the Applications Processing Center, Regional Offices and Head Offices to ensure a smooth information flow about sponsored programs and any issues with sponsored students.
- Develop a recruitment plan to enable forecasting of sponsored enrollments, in collaboration with relevant Recruitment staff.

## Travel

Some travel in the US and internationally will be necessary. Flexibility is required to meet the demands of the position, including working outside of normal operating hours.

## Qualifications and Experience

### **Essential:**

- Minimum 1-3 years' experience in higher education
- Confident self-starter who thrives on independent working within a distributed team
- Legal status allowing postholder to live and work in the USA
- Knowledge and experience of Gulf countries and cultures
- Experience of working with sponsoring organizations
- International student recruitment experience
- Experience of influencing decision-makers through strong personal relationships
- Excellent communication skills, both oral and written
- Outstanding people skills, across cultural and linguistic barriers

### **Desirable:**

- Experience of living and working in a Gulf country
- Foreign language skills, particularly Arabic
- Experience with Salesforce or similar CRM systems

## Location

This position is based in INTO University Partnerships' office in Washington DC.

## Salary

Commensurate with experience, plus a full benefits package.

## Qualifications

The successful applicant will be educated to Bachelor's degree level or equivalent.

## How to Apply

To be considered for this position, please click the following link or email your CV and a covering letter to: [clinton.rae@intoglobal.com](mailto:clinton.rae@intoglobal.com)

Application link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=47060&lang=en\\_US&source=CC2&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=47060&lang=en_US&source=CC2&cclId=19000101_000001)



Closing date: November 2<sup>nd</sup> 2018

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

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