



# University College of the Cayman Islands

Applications are invited for the following post:  
**Admissions Coordinator**

The University College of the Cayman Islands ("UCCI") invites applications from qualified persons for the position of Admissions Coordinator commencing 6 August 2018.

**Reference # ADM 1205: ADMISSIONS COORDINATOR**

**Minimum Requirements:**

- A Bachelor's degree in Education, Business Administration, HR or closely related field;
- A strong and confident communicator with excellent oral and written communication and interpersonal skills;
- Experience working in an office environment/ customer services;
- Ability to manage a wide range of duties including handling customer enquiries, assisting with registration, taking fees and assisting with various front office tasks to support the smooth function of the Registrar's Office;
- High level IT skills, including MS Word, Excel, PowerPoint and Publisher; and experience in using a Student Records Management System;
- Social media and digital marketing savvy;
- Initiative and ability to work without direct supervision;
- 3 years' experience in tertiary environment preferred;
- An ability to form strong working relationships with prospective students (high school leavers and adult learners), parents and guardians, scholarship providers, with faculty and staff and other clients;
- Experience in designing promotional materials and marketing educational programmes;
- Experience working with people from diverse backgrounds;
- Must be detail-oriented and a team player.

**ACCOUNTABILITIES:**

The Admissions Coordinator will manage the admissions process from initial enquiry and admissions to registration, retention and readmission. This will include conducting interviews, invigilating placement tests, assessing references and relevant documentation. He or she will also be actively involved in recruitment activities and other University College initiatives.

The post holder will assist other staff members of the Registrar's Office in providing information and excellent customer service to students and members of the public pertaining to the programmes offered at the University College of the Cayman Islands. In addition he/she carries out various front office tasks and responsibilities to support the smooth operation of the Registrar's Office. A full job description can be accessed here: <http://www.ucci.edu.ky/about/jobs.shtml>.

**BENEFITS:** Two year contract, medical and pension plan, annual leave.

**SALARY RANGE:** CI \$32,244 - 43,404  
(CI\$ 1.00 = US\$ 1.20)

**APPLICATION REQUIREMENTS:**

Applications must include: (1) cover letter with description of experience relevant to the position, (2) a curriculum vitae including a list of three references, (3) a one-page personal statement of your philosophy on empowering students through tertiary education, (4) University transcripts, and (5) letters from three references **no later than 6 July 2018 to:**

**HR Search Committee**  
University College of the Cayman Islands  
168 Olympic Way, P.O. Box 702  
George Town, Grand Cayman  
CAYMAN ISLANDS K1-1107  
Or by email to: [hr@ucci.edu.ky](mailto:hr@ucci.edu.ky)