

Position Description

Designation : Graduate Trainee

Closing Date : 14th February 2019

Summary

The Department of Student Life at Perdana University is seeking qualified candidates for the position of Graduate Trainee. The trainees will serve as University Ambassadors and be the face of the University to prospective students and their families. Under the guidance of the Department of Student Life, trainees will help promote the University, give guided tours, communicate with potential students, and work recruitment events on and off campus. Multiple positions are available.

Job Description

- Take the role as the University's Student Ambassador to promote the University.
- Assist in providing guided tours to potential students and their families.
- Assist in handling incoming enquiries to improve the level of lead engagement.
- Assist in all forms of recruitment activities including, but not limited to, school visits, education exhibitions, Medical Boot Camps, and Open Days.
- Contribute new ideas for social media posts and content.
- Assist with day-to-day operational tasks.
- Perform assigned duties in other Departments as needed.

Requirements

- Must be graduates of an undergraduate programme from any accredited University
- Must be willing to work on weekends and public holidays (allowance will be provided)
- Must have strong oral and written communication skills
- Prior experience in student recruitment or customer service activities will be an advantage

Allowance

- Duration : Maximum of 6 months
- Monthly allowance : RM 1,500
- Subsistence allowance : RM 100/day on weekends and public holidays

Application Procedure

Please email a letter of application clearly outlining your interest in and suitability for the post and a copy of your curriculum vitae.

Kindly forward the above details to hrrecruitment@perdanauniversity.edu.my

by **14th February 2019**.

This version supersedes all previous advertisements.