



## **Position: Admissions Office Intern**

The Admissions Department at Arrupe Jesuit University is looking for a competent and passionate undergraduate student who can work as an Admissions Intern (industrial attachment). The applicant must be studying towards a bachelor's degree in Media and Marketing, Marketing and Management, Business Management, Communications and Public Relations or related in Zimbabwe. The Intern will be reporting to the Admissions Officer.

### **Duties and Responsibilities**

The Intern's duties and responsibilities will include:

#### **1. Stakeholder interface in recruitment and enrollment**

- Involves engaging and managing relationships with stakeholders who have an interest or influence in the recruitment and enrollment of students. These stakeholders include prospective students, parents, school counselors, faculty members, alumni, community partners, and other relevant parties.

#### **2. Administrative Support:**

- Provide administrative support in tasks such as organizing files, scheduling appointments, event coordination, data management, maintaining office supplies, and performing other general office duties.

#### **3. Digital Marketing and Graphic Designing**

- Assist in content creation for digital channels such as social media platforms, blog articles and newsletters. This involves helping in management of social media accounts by scheduling and publishing posts, monitoring engagement and responding to comments and enquires.
- Contribute to the creation of visual assets and printed marketing materials such as infographics, banners, social media graphics, presentations, brochures, flyers, posters, or event signage and ensuring they align with the institution's branding guidelines.

#### **4. Marketing and Public Relations**

- Build relationships with clients and potential clients, suppliers, and the media.
- Give input on marketing initiatives and suggests creative ways to improve the institution's public image.
- Assist in planning and coordinating marketing events

## **5. Application Processing**

- Assist in organizing and reviewing applications, ensuring that all required documents are complete and in order. This includes verifying transcripts, recommendation letters, test scores, and other relevant materials

### **Person specification**

- Proficiency in Word, Excel, PowerPoint, and e-mail, evidence of proficiency in English (written and oral), good research and analytical skills.
- The ability to work as part of a team, strong analytical and problem-solving skills, excellent administrative and organisational skills and detail-oriented.
- Ability to effectively learn and acquire new knowledge and skills, share knowledge and work in a strong team-oriented environment, prioritise workload and keep to strict content deadlines.
- Basic budget management skills to track spending on sponsorships, events, and marketing material.
- Comfortable with public speaking and engaging with customers.

### **To apply:**

Applicants must submit an application of the following documents: application letter, an internship eligibility letter from the applicant's university/college, certified copies of academic certificates, national identity card/International passport, birth certificate and detailed curriculum vitae to:

**The Human Resources Officer  
Arrupe Jesuit University  
16 Link Road  
Mt Pleasant  
Harare**

**OR**

**Email applications to [hr@aju.ac.zw](mailto:hr@aju.ac.zw)**

The closing date for receipt of applications is **Wednesday, 21 February 2024**. Only shortlisted candidates will be contacted for an interview. The successful candidate will be expected to hold the position of Admissions Intern for one year.

Further inquiries or questions about this advert should be directed to Human Resources Officer through the email address: **[hr@aju.ac.zw](mailto:hr@aju.ac.zw)**.

**NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.**