



## University Recruitment Partnerships Officer

The Australian National University seeks a Recruitment Partnerships Officer to contribute to the formulation and implementation of strategies, relationships and plans to attract international students to all university programs. The successful candidate will be based at the Australian Chamber of Commerce in Beijing, PR China and will report to the Associate Director, ANU China Liaison Office and to a Manager at ANU in Canberra.

### Key responsibilities

- Contribute to the development and implementation of region and channel-focused recruitment and communication strategies and plans aligned with wider University recruitment objectives.
- Coordinate outreach activity in defined markets to achieve student recruitment targets and conversion rates.
- Develop excellent working relationships with University representatives on- and offshore, including with strategically important education agents and high school counsellors.
- Generate original market intelligence and use existing market data to identify activities for effective international student recruitment through international campaigns.
- Participate in education fairs, student events and seminars in allocated markets and at events onshore as appropriate. This will include the ongoing assessment of the success of events and in- country activity carried out.
- Co-ordinate activities for effective international student recruitment through international campaigns and recruitment events, including acting as the single point of contact between key relationships in those markets and academic College colleagues at ANU.
- Maintain central databases of relevant regional key contacts and University representatives.
- Assist with the production of electronic and print publications and other marketing/advertising opportunities both internally and externally, in cooperation with the ANU Marketing Office.
- Cultivate and maintain collaborative working relationships with external stakeholders and internal stakeholders (including those in academic Colleges and administrative areas).
- Undertake travel within Mainland China on behalf of the University.

### Qualifications Required

- A degree in a relevant field with demonstrated experience in a complex organisation or an equivalent combination of experience and education/training. Experience in the higher education sector would be highly regarded.
- Demonstrated understanding of the higher education sector, in particular the international education market, including an understanding of admissions requirements and government regulations for international students.
- Demonstrated interpersonal and communications skills and the ability to deliver oral presentations to diverse audiences. Proven experience in liaising with stakeholders, including the ability to develop and maintain constructive relationships.

#### **AustCham China**

Room 2103, the Exchange Tower, B-118, Jianguo Avenue, Chaoyang District, Beijing.  
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- Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make evidence-based decisions.
- Proven ability to work well within a team environment as well as to independently organise work priorities, multiple projects and meet tight deadlines.
- Experience planning and delivering events would be highly regarded.
- Native-level Mandarin Chinese and advanced spoken and written English skills.
- High proficiency in the use of computer-based, office information systems, in particular, spreadsheets, databases, web applications and word processing. Proven experience using social media and digital marketing platforms in a work environment.
- A demonstrated high level of understanding of equal opportunity principles and a strong understanding of cross-cultural issues.

### Availability

Applicants must be available to start this full-time position as soon as possible. The role will require regular domestic travel within Mainland China.

### How to apply

To apply for this position, please send your CV and cover letter to [katie.jones@austcham.org](mailto:katie.jones@austcham.org) outlining how your experience and qualifications make you the right candidate for the position. Your cover letter should respond to the qualifications listed above. Enquiries relating to this position may be sent in English to Dr Amanda Barry, Director, ANU China Liaison Office: [Amanda.barry@anu.edu.au](mailto:Amanda.barry@anu.edu.au) Please do **NOT** send your CV and cover letter to Dr. Barry.

### Application deadline

17:00pm (China standard time), 14 August 2020

### About the Australian National University

ANU is a world-leading university in Australia's capital city, Canberra. Our location points to our unique history, ties to the Australian Government and special standing as a resource for the Australian people. Our focus on excellence in research and education ensures our graduates are in demand the world-over, well-prepared to address complex contemporary challenges. [www.anu.edu.au](http://www.anu.edu.au)

### About AustCham:

The China-Australia Chamber of Commerce (AustCham China) was established in 1996 and has as its goal the advancement of the broader Australia-China business relationship through the effective representation of its 400 members. We achieve this through building connections between our members and broader stakeholders in Australia and China, delivery of effective advocacy programs and provision of information and insights through our business events and online platform. [www.austcham.org](http://www.austcham.org)

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