



University for Peace



General Description	
Position Title:	Admissions and Recruitment Officer
Name of Department:	Office of Academic Administration
Supervisor of the Position:	Head of Academic Administration
Location of Position:	Costa Rica – Headquarters
Length of appointment:	1 year with the possibility of extension
Statement of Qualifications	
Essential Qualifications for the Position:	<ul style="list-style-type: none"> - Minimum Bachelor's degree in Education, Communications, Marketing, Sales, Business, or related field - Fully bilingual English-Spanish (oral and written) - Organized and detail oriented - Previous experience in student recruitment, admissions, sales, or customer service - Proven track record of meeting recruitment or sales targets
Knowledge:	<ul style="list-style-type: none"> - Awareness of the University for Peace's mission, values, and programs - Understanding of higher education admissions processes and practices <i>desirable</i> - Familiarity with marketing strategies and recruitment techniques - Proficiency in using CRM systems and managing databases - Advanced knowledge of Microsoft Office Suite
Abilities and Skills:	<ul style="list-style-type: none"> - Ability to communicate effectively across diverse populations and professional levels - Ability to build relationships with prospective students and stakeholders - Strong organizational skills for managing databases and recruitment activities - Proficient in data analysis, utilizing insights for strategic decision-making and process improvement - Proven ability to present complex information compellingly to varied audiences - Skilled in promoting effective interpersonal relations to enhance team cohesion and productivity - Expertise in effective strategic planning to achieve organizational goals and long-term success
Personal Suitability:	The ideal candidate is a proactive, enthusiastic, and adaptable professional with a genuine interest in promoting education and the mission of the University for Peace. This individual is a strong team



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	<p>player known for a positive attitude, high emotional intelligence in managing professional relationships, and proven reliability and honesty as a trustworthy asset. They are highly adept at exercising discretion and maintaining strict confidentiality with sensitive information and are experienced in working effectively within multicultural and globally diverse environments, promoting inclusivity. Furthermore, they demonstrate resilience and a proven ability to thrive under pressure, consistently meeting deadlines and providing exceptional customer service to prospective students. UPEACE graduates are strongly encouraged to apply.</p>
Job Description	
General Responsibilities for the Position:	<p>The Admissions and Recruitment Officer is responsible for recruiting new students and guiding admitted students through the enrolment process. The ideal candidate will possess a background in education, communications, marketing, sales, or business administration, along with experience in customer service. This role is crucial for enhancing the university's visibility and attracting a diverse student body.</p>
Specific Responsibilities for the Position:	<ol style="list-style-type: none"> Recruitment: <ul style="list-style-type: none"> Actively participate in recruitment fairs and events to promote the University for Peace. Conduct campus visits and presentations for prospective students and their families. Develop outreach strategies to connect with new constituencies and underrepresented populations. Follow-Up and Guidance: <ul style="list-style-type: none"> Address inquiries from prospective and admitted students in a timely manner. Provide information on financial aid, scholarships, and program details to assist admitted students in their decision-making Follow up with admitted students to guide them through the enrolment process. Database Management: <ul style="list-style-type: none"> Maintain an updated database of all leads, including tracking interactions and follow-ups. Record reasons for admission rejections and analyze this data to improve recruitment efforts.



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4. Collaboration:

- Work closely with academic departments to coordinate recruitment efforts and share insights.
- Collaborate with marketing teams to create promotional materials and campaigns.

5. Reporting:

- Prepare regular reports on recruitment activities, outcomes, and trends.
- Use data analytics to inform strategies and improve recruitment processes.

Salary offer: US\$ 1,500 per month

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and (3) contact information of three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: jobsshr@upeace.org, **please refer in the subject to Position #7900.**

The period for the submission of application materials ends **October 12, 2025**. At the end of the application period, the selection board will review all applications and contract only those candidates who will continue to the next phase of the selection process. These shortlisted applicants will be contacted before **October 17, 2025**.

The position is open to both local and international applicants. UPEACE graduates are strongly encouraged to apply.