



## **JOB DESCRIPTION FOR STUDENT RECRUITMENT & ADMISSIONS OFFICER**

Position:	Student Recruitment & Admissions Officer
Base:	Remote (preferably based in Yangon)
Employment Type	Full-time (40 hours per week)
Report to:	Director of Admission and Student Affairs
Start Date:	August 1, 2025
Compensation:	Based on experience

Parami University is a private non-profit online synchronous higher education institution licensed by the District of Columbia Higher Education Licensure Commission (HELC) in the United States. It began as a liberal arts initiative in 2017 and later expanded to offer fully synchronous dual associate and bachelor's degree programs in collaboration with Bard College.

We are seeking a Student Recruitment & Admissions Officer to support our student enrollment process, contribute to outreach efforts, and facilitate efficient and accurate handling of application materials. The role involves managing applicant data and communications, working with internal teams to maintain smooth admissions workflows, and supporting recruitment strategies.

### **POSITION REQUIREMENTS**

Required Qualifications:

- Fluency in English and completion of a bachelor's degree
- Strong attention to detail, with experience in data entry or information management
- Comfort with digital tools; experience with application platforms is an advantage
- Strong communication and interpersonal skills
- Curiosity, reliability, and a proactive attitude toward learning new systems

### **POSITION RESPONSIBILITIES**

1. Support the coordination of application processes and data management
2. Assist in reviewing and organizing applicants' materials and records
3. Contribute to outreach efforts and respond to applicant inquiries
4. Collaborate with internal teams to ensure timely and accurate admissions operations
5. Provide general administrative support to the Admissions Office as needed

### **APPLICATION REQUIREMENTS**

Please submit the following materials in a **single PDF** file to the Human Resources Department (hr@parami.edu.mm):

- Single-page cover letter
- CV;
- Contact information of three professional references (phone numbers and emails).

***Please submit before July 15, 2025.***

Priority will be given to candidates based in Yangon; however, remote applicants will also be considered if they demonstrate strong relevant skills and motivation. If Interested, please submit your application as early as possible, as applications will be reviewed on a rolling basis and the position may be filled before the deadline.