Job Posting

Position: Promotions and Admissions Officer

Category: Full-time, Exempt

Polytechnic University of Puerto Rico, Miami Campus has an immediate opening for an energetic individual for the position of Admissions and Promotions Officer. This person will be responsible for recruiting students for the Miami campus between the hours of 9:30 a.m. – 6:30 p.m and Friday from 8:30-3:00pm. The candidate must be available to work extended hours prior to and/or after the regular working schedule and/or weekends if necessary. The ideal candidate must be a highly-motivated individual with prior experience recruiting students. Candidate must posses a strong track record of successful work with defined timeliness & strong follow up skills. Candidate must have a valid driver's license and automobile. Must be computer literate & have excellent written and oral communication skills both in English & Spanish. Prior sales experience a plus. Associate degree required. Bachelor degree preferred.

For immediate consideration, send cover letter and resume to Maria V. Shehadah, 305-418-8000 ext. 702 or email mshehadah@pupr.edu

Maria V. Shehadah
Administrative Affairs Coordinator
Department of Human Resources

Date 6/12/2015
Closing Date 7/30/2015

Polytechnic University of Puerto Rico is an Equal Opportunity Employer/ Affirmative Action (M/F/H/V)