

<https://www.workolic.com/job/s-tee-cambridge-college-recruitment/>

STee Cambridge College Recruitment 2025/2026 Application Form – Apply Online

Description

S Tee Cambridge College is currently seeking a dynamic and motivated individual to join our team as an Admissions Officer. As the first point of contact for prospective students, the Admissions Officer plays a crucial role in shaping the college community and ensuring a seamless application process. This position involves a combination of administrative responsibilities, student engagement, and a commitment to promoting our institution's values and educational offerings.

Responsibilities

- **Application Processing:** Review and process incoming applications, ensuring all required documents are submitted.
- **Communication:** Respond to inquiries from prospective students and their families, providing accurate information about programs, admissions criteria, and other relevant details.
- **Interviews:** Conduct interviews with prospective students to assess their suitability for admission and provide insights into the college experience.
- **Events:** Assist in organizing and participating in recruitment events, such as open houses, information sessions, and campus tours.
- **Data Management:** Maintain accurate and up-to-date records of applicants, admissions decisions, and other relevant data.
- **Collaboration:** Work closely with academic departments, faculty, and other stakeholders to ensure a cohesive and positive experience for applicants.
- **Admissions Policies:** Stay informed about and adhere to college admissions policies, ethical standards, and industry best practices.

Qualifications

- Bachelor's degree in a relevant field.
- Strong interpersonal and communication skills.
- Detail-oriented with excellent organizational abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Knowledge of higher education admissions processes and trends.
- Proficient in Microsoft Office and other relevant software applications.

Job Benefits

- Competitive salary commensurate with experience.
- Health insurance and other employee benefits.
- Professional development opportunities.
- Collaborative and inclusive work environment.
- Contribution to shaping the future of education.

Contacts

Interested candidates should submit a resume and cover letter through our online application portal. Only shortlisted candidates will be contacted for interviews.

Hiring organization

STee Cambridge College

Employment Type

Full-time

Industry

Primary and Secondary Education

Job Location

H Close, 5th Avenue, Festac Town
Festac Town, 100001, Lagos,
Lagos, Nigeria

Working Hours

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Date posted

May 9, 2026

Valid through

05.01.2026

To apply online and access the S Tee Cambridge College Recruitment 2024/2025 Application Form, please visit [[Job Application Link](#)].

S Tee Cambridge College is an equal opportunity employer, and we encourage candidates from diverse backgrounds to apply.