

## **Recruitment and Marketing Communications Officer**

### **Qualifications**

1. Bachelor's degree in any field.
2. Good command of English both written and spoken
3. Computer literate.
4. Ability to work in a team and in a multi-national environment

### **Job Descriptions:**

**As a member of the marketing and PR team, the main responsibilities include the following:**

#### **Student Recruitment**

- Independently seek out new venues for reaching potential students and develop relationships with key stakeholders
- Develop and strengthen existing relationships and pipelines
- Develop and manage an annual recruitment plan to promote the program locally, regionally, and nationally, drawing upon prior experience and creativity
- Respond to inquiries, enter and track data, and report on conversions
- Collaborate with teams and programs across campus in support of recruitment and retention
- Plan and staff student recruitment activities
- Represent programs at public events, career fairs, recruiting events, conferences
- Coordinate individual and group visits from prospective students
- Energize and help coordinate faculty, alumni, and student involvement in recruitment efforts (internal and external)
- Support other department staff in conducting activities at both on-campus (including annual prospective student visit days) and off-site locations
- Student admissions and recruitment processes both BA and MA programs

#### **Marketing / Program Promotion**

- Draft and maintain content for programs website; work with the team to maximize the potential for program website as a marketing tool
- Create and update promotional materials – presentations/webinars, displays, flyers, phone scripts, etc.
- Promote the program via news stories and photos on social media; collaborate with department and SGS colleagues regarding best practices

- Meet proactively with faculty and staff to obtain information and leads on content creation, prioritizing communications of student projects, awards, and presentations; generate student testimonials and profiles
- Ensure appropriate use of SGS branding, GSSE & MAS logo, and communications and style guides
- Build relationships and act as liaison with health care and public health professional associations and organizations locally, regionally, and nationally, as well as other relevant units on campus
- Create various activities to enhance the awareness of public
- Other related duties as assigned

### **Benefits**

1. Basic salary 20,000-25,000 Baht per month, depending on experience, plus English proficiency incentive (up to 5,000 Baht after the completion of 3 months' probation period)
2. Fringe benefits, such as health insurance, social security, holidays, and other travel and study supports

### **Application Documents**

1. Resume in English
2. Recent 2 inches photo
3. A copy of the Identification card
4. A copy of the completed transcript
5. English proficiency score (IELTS, TOELF, TOIEC, or TU-GET)

### **Interested candidate, please send all documentation to:**

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