



The Future of Work Africa Learning Center, Port-Harcourt, Nigeria

Vacancy Announcement: April 15, 2022| Closing Date:

Education Officer

FUWALC Inc - Port Harcourt, Nigeria

N50,000 per month starting salary with a raise after 6 months based on performance.

Overview

We are looking for smart, curious, and passionate individuals to join our international team and contribute to our shared success.

The Education Officer (EO) is responsible for the primary review and evaluations of the credentials of clients/applicants/students for our Credentials Evaluation Service Program for admission to partner US institutions. The ISA will also occasionally perform cross-divisional duties by reviewing and evaluating the credentials of clients/applicants for other programs such as the remote-live, online and distant programs.

The ISA will also supervise the provision of courteous service in response to clients/applicants/students through various forms of communications which includes via telephone, email, social media or by custom letter/courier including DHL, UPS, etc..

Essential Duties and Responsibilities:

- Shall be the International Student Advisor
- Critically evaluates documents and supporting materials of applications; ensures completeness and authenticity of credentials/records; prepares all of them for Credentials Evaluation Service or admission recommendation report and meets established productivity and quality goals.
- Prepares correspondence as assigned for applicants, schools, and others that are comprehensive and accurate.
- Handles complex applicant inquiry visits along with general telephone, email, and social media inquiries.
- Fulfills cross-divisional duties and critically evaluates documents along with supporting materials of applications; ensures completeness and authenticity of credentials/records; makes preliminary decisions regarding applicant eligibility for the target center programs and or regarding applicant eligibility for admission.
- Collects and analyzes data regarding operational procedures; makes recommendations for improvements that are operationally sound and fiscally responsible.
- Participates in orientation of prospective students and new employees.
- Participates in special project teams departmentally and interdepartmentally.

- Represents the organization at conferences and events in Nigeria and elsewhere.
- Any other assigned duties

Qualifications: Minimum Qualification

- Ordinary National Diploma.
- One year of full-time professional work experience required. Customer Service experience preferred.
- Proficient with Microsoft Office products.
- Strong written, verbal, analytical, and interpersonal skills
- Strong Social Media engagement experience required.
- Preference to Female candidates who are pragmatic.

About The Future of Work Africa Learning Center, Inc.(FUWALC)

FUWALC is a Social Enterprise that provides international higher education consultancy that helps individuals in Africa to gain access to skills-based teaching and learning to enable them live, work, change careers or start a business in their country of choice by providing them with accurate and authentic information and opportunities.

We provide foreign students with a comprehensive assessment of their academic records to facilitate their successful admission to schools in the US and other countries.

FUWALC is an affiliate of Africa Universities Fund based in New York City, United States - a public charity in the United State. Africa Universities Fund is committed to nurturing and harnessing the skills, talents and employability of young people in Africa by opening up opportunities for 21-Century skills-based teaching and learning.

Benefits & Compensation

We offer competitive compensation and benefits to meet different employee needs and lifestyles. This position pays N50,000/month.

Job Type: Full-time

Schedule:

- 8 hour shift - 8:00 AM - 4:30 PM
- Monday to Friday
- There may be needs for Saturday events. There will be Overtime pay based on the program and number of hours.

Education:Minimum Qualification

- Ordinary National Diploma (OND)

Work Location: One location; Travel Opportunities around Nigeria is required and will be covered.

How to apply for this position:

1. Click on this link: <https://forms.gle/jHgSyd6ZEyZWZshh8>, complete the form and attach your resume or CV (your resume or CV must not be more than 2 pages, double-spaced, font 10 - 12);
2. Submit.

What happens after you apply?:

After the closing date for this vacancy announcement, all applications received within the application timeframe will be reviewed. If we believe that your application could go forward, someone from our office will contact you with further information and instruction.

We are an equal opportunity employer: We do not discriminate based on sex, tribe religious or political affiliation.