



*The Stockholm School of Economics in Riga (SSE Riga) is a business school in Riga, Latvia, founded in 1994 and over the years has acquired a reputation as the leading boutique business school in the region. The School's mission is to provide a state-of-the-art education in business and economics that contributes to the economic and social development of the region, in particular the Baltic countries.*

The Stockholm School of Economics in Riga (SSE Riga) is looking for a

## **Recruitment and Outreach Coordinator**

for its three years' Bachelors' programme in Economics and Business.

The Coordinator's main responsibility will be recruitment of a strong and diverse class in line with the School's recruitment and outreach strategy, enhancing the BSc community and SSE Riga position in the region. The School's aim is to provide opportunities for the best students in the region and beyond admitting 125 students a year.

### **Key responsibilities include:**

- Seeking for new opportunities to engage with the potential students and developing new initiatives with colleagues
- Organising and coordinating recruitment and outreach campaigns and events both – digitally and traditionally (e.g. Open Days, Alumni Talk series, exhibitions, fairs, online campaigns etc.)
- Working closely with the Director of Communications and BSc Admission Manager to develop marketing materials
- Providing advice and guidance on BSc recruitment issues, including portfolio development using market intelligence
- Delivering activities within the budget, timelines and brand guidelines, engaging current students and alumni, developing some international partnerships related to the recruitment activities
- Developing effective processes and procedures for recruitment activities
- Preparing and maintaining contact lists of potential BSc students according to GDPR
- Other duties related to the recruitment, admissions and the BSc Programme administration

### **To be successful in this role you will have:**

- Pro-active and positive can-do attitude, strong service ethic and ability to work independently and under pressure
- At least two years' experience in a marketing, coordination or event management role
- Strong presentations skills and the ability to provide information in an engaging manner
- Strong organisational skills with a demonstrated ability to solve complex problems/enquiries
- Advanced interpersonal and communication skills including written and verbal communication skills and the ability to liaise with a diverse group of people from varying backgrounds and seniority
- A flexible attitude, ability to prioritise a diverse workload and manage conflicting deadlines
- Demonstrated experience in a role requiring accuracy and attention to detail
- The ability to speak and write English, Latvian and Russian fluently; knowledge of other languages is a plus
- Competence in standard software packages such as Word, Excel, Access and Outlook
- Ability and willingness to travel

### **We offer:**

- International work environment with English as a working language
- Friendly, professional and ready-to-help colleagues
- Possibility to develop professionally
- Health insurance after the probation period

**The application deadline:** 31<sup>st</sup> October

**Start date:** as soon as possible

If you find the role matches your interests and experience, please send a CV and application letter to [kata.fredheim@sseriga.edu](mailto:kata.fredheim@sseriga.edu). We will be in touch if you are invited for an interview. Interviews will take place on the 8<sup>th</sup> and 9<sup>th</sup> of November.