



THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS, JAMAICA, WEST INDIES

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

**ASSISTANT REGISTRAR  
(STUDENT RECRUITMENT AND CONVERSION)  
Office of the Campus Registrar – Student Enrolment and Retention Office  
Reference No. MPN102115**

The successful candidate will report to the Senior Assistant Registrar – Student Enrolment and Retention. This role requires managing the Recruitment and Conversion functions and team in the Student Enrolment and Retention Office to ensure the Campus enrolment targets are met.

**Key Responsibilities:**

**Student Recruitment and Conversion**

- Design and implement recruitment strategies for local, regional and international students aligned to satisfy enrolment targets both at the undergraduate and postgraduate level. This includes:
  - Developing recruitment campaigns
  - Establishing and maintaining relationships with feeder institutions and corporate organizations.
  - Engaging the existing student body to ensure undergraduate students convert to postgraduate students upon graduation.
- Keep abreast of enrolment trends within the higher education landscape and developing strategies to mitigate adverse impacts to the UWI, and to seize opportunities for growth.
- Analyse conversion metrics and report on ROI
- Monitor and engage leads to the Campus.
- Maintain a complete and accurate programme offering repository.
- Collect data on programmes of interest in the market.
- Serve as the Chief Recruiter for the Campus.
- Establish partnerships with agencies to bolster student recruitment from non-traditional streams
- Supervise the Recruitment Team.
- Coordinate the staging of the annual Matriculation Ceremony for undergraduate students.
- Coordinate the staging of the annual Graduate Orientation session.

**Requirements/Qualifications:**

- **Essential Requirement** - Master's degree in Marketing, Communication, Management or a related discipline.
- At least three to five (3-5) years' experience at the senior supervisory level, preferably in a higher education environment.
- Knowledge of current developments in strategic student enrolment and retention.

**Skills and Competencies Required:**

- Strong sense of customer service and stakeholder engagement
- Creativity to engage and attract prospective students
- Strong analytical skills
- Data-driven decision-making skills
- Effective communicator
- Ability to lead a diverse and cross-functional team
- Experience in coordinating social and promotional events

Applicants are required to submit **(i)** a cover letter, **(ii)** a completed employment application form, **(iii)** curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization) and **(iv)** copies of academic qualifications. Application for employment forms including the publication supplement can be found at <https://www.mona.uwi.edu/hrd/forms>.

Applicants are required to submit curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization) and copies of academic qualifications. These should be sent by electronic mail to [mona-esd.odes@uwi.edu](mailto:mona-esd.odes@uwi.edu) addressed to the **Campus Registrar** for the attention of **the Deputy Director, Employee Success Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN102115** in the subject line of the email. The final date for receipt of applications is **April 24, 2026**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

***The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.***  
***The University of the West Indies, Mona Campus..... Inspiring Excellence, Producing Leaders***