

Job Description | Outreach and Admissions Manager, NUTM Scholars Program

About Nigerian University of Technology and Management

The **Nigerian University of Technology and Management (NUTM)** is a pioneering higher education initiative to identify and train the next generation of leaders in technology and management for Africa.

NUTM will strive for excellence in technology and management and become a hub for best-in-class learning and research. It will focus on areas in Science, Technology, Engineering, Mathematics, and Management in its academic offerings at the undergraduate, postgraduate, and doctoral levels. In the next 10 years, NUTM aspires to be among the top five universities in Africa, and the best in Nigeria.

About NUTM Scholars Program

The **NUTM Scholars Program (NSP)** is a one-year full-time interdisciplinary postgraduate program in Technology, Entrepreneurship and Design. During the program, Scholars will learn and study concepts in technology, entrepreneurship and design, management and leadership. The NSP intends to groom stellar young leaders from a diverse range of backgrounds across Africa to be change agents for the region and the world.

About the role

We are offering a unique opportunity to build an institution that will significantly impact higher education in Nigeria and Africa. This role has immense potential to evolve, as the University grows.

Responsibilities

1. Lead all admissions and outreach management responsibilities for the NSP including organizing and managing events, information sessions and other opportunities to maximize visibility and attract the right set of applicants
2. Establish relationships with leading universities and other relevant communities to drive applications for the NSP
3. Coordinate engagement with all project champions and relevant parties to promote NSP outreach activities
4. Develop and drive program campaign activities such as seminars, webinars, information sessions, school fairs etc. to showcase NSP
5. Manage the production and deployment of marketing collaterals and campaigns across various channels
6. Gather, analyze and report outreach and admissions data and maintain relevant databases
7. Engage with applicants and respond promptly to outreach and admissions related enquiries
8. Provide regular progress updates for team and board meetings
9. Support with any other tasks as may be required

Preferred Qualifications

1. A good first degree in a social science or related subject.
2. Minimum 3 years of experience in marketing, outreach or similar roles

Functional Competencies

1. Strong knowledge of the Nigerian education sector and familiarity with global trends in higher education
2. Passion and interest in institution building
3. Demonstrated experience in managing complex administrative processes
4. Experience in working closely with academicians and students
5. Exceptional oral, interpersonal, writing and presentation skills
6. Strong work ethic, drive and energy with a result-oriented mindset
7. Able to effectively interface with senior academicians and industry experts
8. Able to work in a start-up environment
9. Able to work effectively both independently and as part of a team
10. Self-reliant, result oriented and a good problem solver

Compensation

Competitive salary package

How to apply

e-mail your CV and cover letter to hr@nutmng.org