



AGMUS Ventures, Inc., a world class organization developed to meet the needs for bilingual education of adult learners throughout the Americas, based in **Orlando, FL** is searching for qualified individuals for the following positions:

DIRECTOR OF ONLINE MARKETING AND RECRUITMENT (based in Miramar, FL)

JOB DESCRIPTION:

Develops, coordinates, implements, and monitors a marketing and recruitment plan for the Online Discipline-Based Dual Language Immersion Model®. Identifies and develops opportunities for web-based communications, and growing new and existing user relationships. Develops partnerships with workforce development agencies nationwide and locally aimed at accessing funds for skills upgrade of job seekers. Builds alliances with agencies that promote entrepreneurship for students economic assistance leveraging. Establishes community links that create opportunities for online programs promotion. Creates measurable, cost effective web-based campaigns to maximize resources-based and opt-in marketing efforts.

QUALIFICATIONS:

- Bachelor degree in Marketing, Communications or related field. Master degree preferred.
- Minimum two (2) years of e-Marketing related experience required, at least one in a university setting.
- Experience in using Google Analytics (or similar metric tool).
- Strong working knowledge of Internet technologies including HTML and CSS, JavaScript, SQL, Macromedia Flash, web graphics software and other related technology.
- Knowledge of HTML e-mail including evolving best practices.
- Broad-based understanding of marketing strategy and tactics, specializing in e-marketing and e-media tools techniques.
- Excellent communication skills in English and Spanish (verbal and written).
- Strong analytical and organizational skills.

COORDINATOR OF ONLINE INTEGRATED SERVICES (based in Miramar, FL)

JOB DESCRIPTION

Represents the Online Dual Language Programs in assisting qualified applicants through the admissions process. Responsible for the development, planning, management, implementation and evaluation of online student services including registration functions, enrollment procedures and academic advising.

QUALIFICATIONS

- Bachelor's degree required.
- Three (3) years of experience in an office environment preferably in a post – secondary institution and student services.
- Prior sales / admissions / customer service experience; recruiting and advising prospective students preferred.
- Customer service oriented.
- Excellent communication skills in English and Spanish (verbal and written).
- Detail oriented and well organized.
- Able to handle multiple tasks simultaneously.
- Excellent interpersonal and team building skills.
- Computer competency in Microsoft Excel, Word, PowerPoint, and Outlook.
- Previous experience and knowledge of BANNER system (desirable).

APPLICATIONS SPECIALIST (based in Orlando, FL or Miramar, FL)

JOB DESCRIPTION

Provides support services to all areas related to student services, academic affairs and administration. Participate in the development, modification and implementation of new or existing applications in the BANNER system. Provides support in the use of LMS (*Learning Management System*) Blackboard platform.

QUALIFICATIONS

- Bachelor's Degree in Technology / Information Systems or related field.
- One (1) year of experience and knowledge of BANNER system.
- Effective training and organizational skills.
- Demonstrated relationship building skills, self starter and team player.
- Ability to use the Information Systems Applications, preferably in a university setting.
- Ability to collect, seek and synthesize information of technical complexity; design flow charts of processes and operations.
- Capacity to generate innovative solutions; be able to translate ideas, concepts and information in the efficient use of the Information Systems.
- Ability to develop basic scripts in ORACLE SQL Language.
- Ability to identify and resolve technical problems with the applications and to provide alternatives.
- Ability to develop detailed work plans, coordinates projects, handle the assigned resources, communicate projects changes and complete them in time within the assigned budget.
- Excellent communication skills in English and Spanish (verbal and written).

Please, send resume by e-mail to: resume@agmusventures.com

Equal Opportunity Employer M/F/V/D