



RECRUITMENT PROFILE

Admissions & Student Recruitment Officer

Recruit the first cohort of a new institution.

BOLO IT is recruiting two Admissions & Student Recruitment Officers to build the inaugural intake. This is field-facing recruitment work as much as office work: secondary schools, careers events, parents, community and diaspora networks, alongside the enquiry-to-enrolment process that turns interest into registered students.

Location	Douala, Cameroon
Employment	Full-time Two positions
Reports to	Executive Director
Expected start	February 2027
Sector	Higher education Admissions Outreach

The institution

BOLO Institute of Technology is a technology-focused higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare technology professionals, innovators, researchers and entrepreneurs for opportunities in Cameroon, across Africa and internationally.

BOLO IT is being built around a distinctive educational model: rigorous academics combined with hands-on laboratories, real-world projects, internships, professional certifications, mentorship and instruction shaped by experienced technology practitioners. The institution is intentionally globally oriented, AI-enabled and Silicon Valley-inspired.



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Deido - Douala
Cameroon



A student educated at BOLO IT in Cameroon should leave with the academic foundation, practical capability, AI fluency, professional exposure and confidence to compete with technology talent anywhere in the world.

The opportunity

These are the roles that decide whether BOLO IT opens with a full cohort. Before launch, the work is outreach and pipeline: building relationships with secondary schools and their careers staff, presenting the institution to students and families, running the interest list, and converting enquiries into applications, offers and confirmed enrolments. After launch, the roles carry the annual recruitment cycle and the admissions process behind it, and stay close to students through registration and their first weeks.

Mandate

- Build the first cohort — a defined number of enrolled students, not a list of interested names.
- Establish relationships with secondary schools, careers advisers and community networks across the region.
- Explain a new institution honestly to families making a significant financial decision.
- Run an admissions process that is fair, documented and defensible under review.
- Turn the existing interest list into applications, and applications into confirmed enrolments.
- Bring the field back into the institution — what applicants ask, what they fear, and what changes their minds.



Core responsibilities

Schools & community outreach

Build and maintain relationships with secondary schools, careers staff, community organisations and diaspora networks; present BOLO IT at school visits, careers fairs and information sessions.

Enquiry & applicant management

Handle enquiries across phone, WhatsApp, email and walk-in with consistent, accurate information; maintain the applicant record from first contact through to enrolment.

Admissions processing

Assess applications against published entry criteria, verify qualifications, coordinate interviews or assessments where required, and issue offers under the institution's admissions policy.

Conversion & enrolment

Follow up offers, support applicants and families through fee arrangements and registration, and carry confirmed students through to the start of teaching.

Recruitment campaigns

Plan and run intake campaigns within the marketing budget available, including open days, campus visits and the digital channels the institution operates.





Reporting & pipeline discipline

Maintain accurate pipeline data — enquiries, applications, offers, acceptances, enrolments — and report against intake targets so shortfalls surface early enough to act on.

First-phase priorities

1. Take on the existing interest list and re-establish contact with everyone on it.
2. Map the secondary schools, careers advisers and community networks worth a relationship.
3. Agree published entry criteria and the admissions process with the Executive Director and Academic Lead.
4. Build the applicant record and pipeline tracking the institution will run on.
5. Prepare recruitment materials, presentations and answers to the questions families actually ask.
6. Run the first school visits and information sessions.
7. Open applications, process the first cohort and issue offers.
8. Support offer-holders through fee arrangements, registration and enrolment.
9. Report pipeline against the intake target often enough that a shortfall can still be corrected.
10. Prepare registration and induction for the first teaching week.





Required qualifications

- Higher National Diploma, Bachelor's degree or equivalent; the field matters less than the communication ability.
- Experience in admissions, student recruitment, sales, community outreach or a comparable field-facing role.
- Confident presenting to a room of secondary-school students, and equally to their parents.
- Organised record-keeping — a pipeline that is accurate every week, not reconstructed at the end of a campaign.
- Fluent in both English and French; applicants and families come from both.
- Willing to travel regularly for school visits and recruitment events.

The person we are looking for

These roles suit people who can represent an institution that does not yet have graduates — persuasive without overpromising, and honest about what a first cohort is joining.

Straight dealing

Describes a new institution accurately to families spending real money on it.

Field energy

Would rather be in a school hall than behind a desk.



Follow-through

Chases the enquiry that went quiet, because most enrolments come from the second conversation.

Record discipline

Keeps a pipeline that can be trusted without being verified.

Cultural fluency

Reads what a family is really asking about cost, distance, safety and outcome.

Target orientation

Measures the work in enrolled students, not in activity.

What success looks like

In the first year

Within the first year, BOLO IT should have a confirmed inaugural cohort, an admissions process that is documented and consistently applied, working relationships with the secondary schools that matter most, an accurate applicant pipeline, and a clear account of which recruitment channels produced enrolments.

Over time

Over time, success will be measured through intake numbers against target, conversion from enquiry to enrolment, the cost of recruiting each student, the academic quality of the intake, retention of recruited students beyond first year, and the strength of the institution's school and community relationships.





The BOLO IT graduate

A BOLO IT graduate should be academically grounded, technically capable, AI-fluent, practically experienced, globally minded, professionally prepared, innovative and entrepreneurial. Students should leave with more than transcripts — they should leave with projects, software, research, certifications, portfolios, internships, professional relationships and evidence of real-world capability.

How to apply

| We believe world-class technology talent can be developed anywhere.

Our ambition is to build one of Africa's leading technology institutions and develop graduates capable of competing with technology talent anywhere in the world.

Applications and enquiries should be sent to info@bolo89.com. Please include a curriculum vitae and a short covering letter setting out why this role, at this institution, at this moment.

BOLO Institute of Technology is an equal-opportunity employer. This profile describes the role as currently planned; details may be refined before appointment.

