

# Job Description

**Job Title: Student Recruitment Agent (Commission-Based Role)**

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## Job Purpose

Support the mission of *Your Uni Guide*, a brand of **Eternity Progress Ltd**, by empowering prospective students to achieve their academic aspirations through personalized recruitment services and guidance for admissions to partner universities.

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## Job Summary

As a Student Recruitment Agent (SRA) at *Your Uni Guide*, you will play a critical role in identifying, guiding, and assisting prospective students through the university application process. Working remotely, you will use your communication and marketing skills to promote our services, support students in completing applications, and collaborate with our admissions team to ensure timely and accurate submission of required documentation.

**Please note:** This is a self-employed position. The Student Recruitment Agent is required to be registered as a self-employed person to comply with the regulations of HMRC for sole traders.

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## Key Responsibilities

- **Brand Promotion:** Promote *Your Uni Guide* across social media and other platforms, adhering to branding guidelines.
  - **Student Guidance:** Provide personalized advice to students based on their academic goals and aspirations.
  - **Application Assistance:** Support students with completing application forms and gathering required documents.
  - **Admissions Support:** Stay updated on admission requirements of UK partner universities to guide students effectively.
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- **Communication:** Maintain ongoing contact with students and *Your Uni Guide* team members, ensuring smooth application processes.
  - **Professional Development:** Participate in online training sessions to stay informed about services and promotional strategies.
  - **Compliance:** Uphold data protection and ethical standards while managing student information and recruitment activities.
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## Qualifications

- **Required Skills and Experience:**
    - Proven experience in student recruitment or similar roles.
    - Strong communication, organizational, and interpersonal skills.
    - Familiarity with social media marketing.
    - Ability to work independently in a remote setup.
    - Commitment to maintaining ethical and professional conduct.
  - **Preferred:**
    - Knowledge of UK university admission processes.
    - Prior experience with commission-based roles.
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## Working Conditions

- **Location:** Remote (work from home).
  - **Hours:** Flexible; self-managed.
  - **Type of Employment:** Contractor, commission-based.
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## Benefits

- Flexible working hours.
- Competitive commission rates ranging from £450-£800 per student recruited.
- Opportunity for career growth; exceptional performance may lead to a permanent role.
- Professional development through training and support.

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## Contract: Collaboration Agreement

### REMOTE WORKER

The document provided separately is a **DRAFT Contract** outlining the preliminary terms and conditions for the Student Recruitment Agent (SRA) role with *Your Uni Guide*, a brand of **Eternity Progress Ltd**. This draft includes details about responsibilities, payment structures, confidentiality, and other critical aspects of the collaboration.

The finalized version of the contract will be shared with selected candidates, and they will be required to review, agree, and sign to formalize their role as an SRA.

For any questions regarding the terms outlined in the draft, please feel free to reach out to [info@youruniguide.com](mailto:info@youruniguide.com).