

# VACANCY

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## Student Relations Officer

Become part of a dream team at a successful distance learning college.

Are you a skilled and experienced SRO who is passionate and enthusiastic about the education industry? Oxbridge Academy, a leading distance learning college based in Stellenbosch, is looking for a Student Relations Officer to help maintain their Fees Department.

### Responsibilities:

- Welcome new students
- Manage current accounts
- Manage arrears
- Manage debit orders
- Complete daily follow-ups & ad-hoc requirements

### Requirements:

- Matric/relevant equivalent qualification
- 2 – 3 years' experience in a debt collecting center

### Soft Skills:

- Strong critical thinking skills: Candidates must be able to weigh up the pros and cons of alternative solutions to standard and atypical problems.
  - Active listening and clear speaking skills: These will help candidates to receive information from and convey it to colleagues and clients.
  - Attention to detail: Candidates must be detail-oriented, well organized, and have effective time management skills.
  - Proficiency in computer technology: candidates must be comfortable using a variety of software programs to produce projects and maintain administrative organisation.
  - Integrity: candidates will often find themselves working with sensitive business information.
  - An ability to think on your feet: candidates will constantly adapt to deadlines and changing priorities – intuition plays a critical role here.
  - The ability to work independently and with a team: candidates need to be able to work effectively in an independent and team setting.
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- Please send your CV to [rjephthah@oxbridgeacademy.edu.za](mailto:rjephthah@oxbridgeacademy.edu.za) or [lileroux@oxbridgeacademy.edu.za](mailto:lileroux@oxbridgeacademy.edu.za) for consideration.
  - Should you not hear from us within 5 days, please consider your application as unsuccessful.

Application deadline: 10/07/2023