



## WHO WE ARE | ABOUT AIMu

- ✚ **Name:** American Institute of Management and Science University Group Inc
- ✚ **Short name:** AIM University Group (AIMu)
- ✚ **Registered Office:** 150 South Pine Island Road, Plantation, Florida 33324
- ✚ **Other Locations:** 6 Hillview Avenue, Kingston 10, Jamaica

**Our Mission | What we do:** *Our Mission is to deliver transformative education, empowering learners to pursue knowledge, explore the world, gain work experience, and be their best selves.*

AIMu stands out as a premier "Experiential Hotel University College" offering programs that transcend conventional academic offerings. We run a boutique spa hotel with luxury vacation villas right on campus. This unique model of higher education provides real workspaces for students to gain hands-on experience in events management, hospitality services, and business. Our specialist work-related UK qualifications are offered at the pre-university, undergraduate and graduate levels. These distinctive programs taught online, distance learning, and face-to-face in Jamaica, can offer exciting opportunities for degree top-up and 3-5 years of valuable work experience in the US, UK, and Canada.

- ✚ **AIMu Tagline:** *\*Empowering Minds \* Nurturing Dreams \* Shaping Success*
- ✚ Our **Core Values** are the foundation of AIM University Group:
  - ❖ **Knowledge:** We believe in the transformative power of education.
  - ❖ **Dreams:** We inspire and nurture aspirations without limits.
  - ❖ **Innovation:** We embrace forward-thinking approaches.
  - ❖ **Excellence:** We pursue the highest standards in education.
  - ❖ **Integrity:** We uphold honesty and ethical conduct.
  - ❖ **Leadership:** We empower tomorrow's leaders today.
  - ❖ **Community:** We encourage diverse perspectives for an inclusive learning community.
  - ❖ **Sustainability:** We are committed to a successful and sustainable future.
  - ❖ **Global Outlook:** We encourage learning and exploration beyond borders.

**Together, these values guide us in shaping successful, globally minded individuals**



#### ✚ What are the levels and duration of the programs:

##### **Continuing Education / Pre-University Programs:**

- Short Certificate and Short Diploma Programs (online and face-to-face in 4 months)
- GED US High School Diploma for high school seniors and adults (online in 3 months)

##### **Degree- Level Programs:**

- Undergraduate (UK bachelor's degree levels 4, 5 & 6. Level 6 is offered online and face-to-face in 24 months), and
- Graduate (UK master's degree level 7 programs are offered distance learning in 8/12 months)

#### ✚ Programs accreditation and certification:

- The programs are awarded by OTHM and BTEC (two of the UK's largest Qualification Awarding Organizations)
- The programs are accredited by the UK Government's Office of Qualifications and Examinations Regulators (Ofqual).

#### ✚ Verification of accreditation and the qualifications:

- *Our Continuing Education Programs can be verified at [OTHM.ORG.UK](http://OTHM.ORG.UK).*
- *Degree-Level Programs can be verified at [othm.org.uk](http://othm.org.uk), [qualifications.pearson.com](http://qualifications.pearson.com), and [Register.Ofqual.Gov.UK](http://Register.Ofqual.Gov.UK).*

#### ✚ Program Delivery Methods:

- 100% Online, Face-To-Face in Kingston, and Distance Learning.

#### ✚ Students Higher Education Progression/ Study Abroad Option:

OTHM and BTEC awards are accredited through Ofqual, a UK government body, and are widely recognised and accepted for degree top-up and employment in the United Kingdom. Academic institutions, professional licensing bodies and employers in Canada and USA partner with World Education Service (WES) to evaluate the credentials of candidates educated abroad. Thus, our learners submit their qualifications to WES, and WES then evaluate and convert them into US and Canadian equivalents for university and job placements.

- ***Our undergraduate students*** usually progress to employment and/or directly to first year of the master's degree at universities in the US, UK, Canada or where they live.
- ***Our graduate students usually progress*** directly to employment and/or onto the final year of the master's degree at universities in the US, UK, Canada or where they live.
- A doctorate program in their preferred field of study is the final step for the learners after earning a master's degree at home or abroad.

UCJ – the University Council of Jamaica will offer similar services as WES to learners who wish to continue higher education in Jamaica.

#### ✚ Unique Benefits and Global Recognition:

British Higher Education is world class so come embark on this incredible journey with AIMu! Our programs are designed to help you succeed in your studies and career. The best part? You have the exciting opportunity to study and work abroad for three years or more! Apply now to turn your dreams into reality!

Visit our website to see our students succeeding at home and abroad!! 🚀📖✨

# WORKING WITH AIMU

## Join our team part-time, full-time, flextime or hybrid!

- ✚ VACANCY 1. **Instructors** of Business, Accounting, Law, Tourism, Aviation, and Spanish
- ✚ VACANCY 2. **New Student Recruiters** (and Team Leads)
- ✚ VACANCY 3. **Operations Coordinators** (Full-time)

**Employer's Commitment:** AIM University Group is an equal opportunity employer and encourages candidates from all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## Lecturers are needed on the following programs:

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### *Level 4 | 4-Month Short Courses*

- ✚ Certificate in Customer Service: Airport and Airline Passenger Operations
- ✚ Certificate in In-Flight Passenger Operations
- ✚ Certificate in Conversational Spanish for International Business
- ✚ Certificate in Entrepreneurship and Small Business Operations
- ✚ Diploma in Aviation: Flight Attendant and Customer Service Operations
- ✚ Diploma in Hotel Operations Management
- ✚ Diploma in Travel and Tour Operations Management

### *Level 5 and Level 6 | Undergraduate Programs*

- ✚ BTEC Business Administration
- ✚ BTEC Business (Accounting and Finance)
- ✚ BTEC Business (Law)
- ✚ BTEC Business (Entrepreneurship and Small Business Management)
- ✚ BTEC Business (Human Resource Management)
- ✚ BTEC Business (Management)
- ✚ BTEC Business (Marketing)
- ✚ BTEC Business (Project Management)
- ✚ OTHM Education and Training Management
- ✚ OTHM Health and Social Care Management
- ✚ OTHM Tourism and Hospitality Management
- ✚ Travel, Tourism, and Hospitality Management (covering Airport and Airline Passenger Services, Flight Attendant, Event Planning, Hotel Management, Marketing, Travel and Tour Operations, among others)

## Level 7 | Graduate Programs

- ✚ OTHM Accounting and Finance
- ✚ OTHM Education Management and Leadership
- ✚ OTHM Health and Social Care Management
- ✚ OTHM Human Resource Management
- ✚ OTHM Project Management
- ✚ OTHM Public Administration
- ✚ OTHM Strategic Management and Leadership
- ✚ OTHM Strategic Marketing
- ✚ OTHM Tourism and Hospitality Management

## We are hiring Student Recruiters

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**Department:** University Admissions

**Position Type:** Independent Contractor (Flexi-work)

**Location:** Remote

**Remuneration:** Variable, based on recruitment targets, starting at \$15,000 per applicant admitted or \$200,000 per month with structured targets of ten (10) applicants within the 30-day period.

**Job Summary:** As a Student Recruiter, you'll play a crucial role in expanding our university's student community. This is an independent and flexible role where your remuneration is directly tied to your recruitment achievements. We are looking for dynamic individuals who are passionate about higher education, enjoy networking, and are motivated to help prospective students find their ideal academic path.

### Key Responsibilities:

1. **Student Outreach:**
  - Independently identify and engage prospective students through various channels, including social media, community events, and online platforms.
2. **Information Dissemination:**
  - Provide detailed information about university programs, admission requirements, and campus life to potential students.
3. **Application Guidance:**
  - Guide and assist applicants through the admission process, ensuring all necessary documentation is submitted accurately and on time.

4. **Recruitment Targets:**

- Set and achieve recruitment targets outlined by the university.
- Regularly update progress and communicate challenges or opportunities to the university admissions team.

5. **Networking:**

- Establish and maintain positive relationships with local educational institutions, community organizations, and other relevant networks to enhance recruitment opportunities.

6. **Event Participation:**

- Represent the university at recruitment events, fairs, and community gatherings to attract potential students.

**Qualifications:**

- Strong communication and interpersonal skills.
- Self-motivated and able to work independently.
- Previous experience in recruitment, sales, or a related field is a plus, but not compulsory.

**Personal Attributes:**

- Enthusiastic about higher education and helping students succeed.
- Ability to adapt to changing priorities and handle multiple tasks simultaneously.
- Excellent organizational and time-management skills.

**Remuneration:** The remuneration for this role is variable and directly tied to your success in meeting recruitment targets. The more students you recruit, the higher your compensation.

**How to Apply:** Interested candidates should submit their resume and a brief cover letter outlining their relevant experience to [DanWeber@AimUniversityGroup.Org](mailto:DanWeber@AimUniversityGroup.Org). **Please include "Student Recruiter Application" in the subject line.**

**Note:** This is an independent contractor position, allowing for flexible working hours and locations. The successful candidate will be responsible for their own tax obligations and expenses related to the role.

Aim University Group is an equal opportunity employer and encourages candidates from all backgrounds to apply. We appreciate all applications, and only those selected for an interview will be contacted.

## We are hiring Operations Coordinators

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**Department:** University Admissions

**Position Type:** Full-time

**Location:** 6 Hillview Avenue, Kingston 10, Kingston, Jamaica

**Reports To:** Director of Admissions

**Job Summary:** AIM University Group stands out as a premier "Experiential University College" boldly departing from conventional academic norms. Our innovative campus features store front, spa, and boutique hotel with vacation villas, enabling students to gain hands-on and real-world experience in business, entrepreneurship, project management, ecommerce, hotel management, guest services, event and wedding coordinating, spa therapy, tour operations, and travel services, and more.

**The role of Operations Coordinator** is a versatile position that extends its reach across the Admissions, Faculty and Concierge departments. We are in search of a dynamic individual capable of skillfully navigating administrative tasks related to admission and instructional processes while concurrently delivering exceptional hospitality services. The ideal candidate will exhibit excellent organizational skills, meticulous attention to detail, and the ability to communicate and collaborate seamlessly with various teams. This role is instrumental in ensuring a positive and enriching experience for our students, visitors, and guests.

### **Key Responsibilities of the Operations Coordinator:**

#### **1. Inbound and Outbound Communication:**

- Serve as a first point of contact for internal and external stakeholders, offering information, addressing inquiries, and providing support.
- Answering incoming calls and emails from prospective students and providing information on admission requirements, programs, and application procedures.
- Initiating outbound calls to follow up with applicants and guests, addressing any concerns or providing additional information as needed.
- Assist in organizing and executing events, including open houses, property tours, and day trips.
- Act as Airport Greeter in receiving guests arriving through the airport.

#### **2. Query Resolution:**

- Addressing inquiries from applicants regarding admission status, application materials, and general university information.
- Collaborating with other departments to ensure accurate and timely responses to guests and student queries and concerns.
- Addressing inquiries from guests regarding the guest services and destination.

### **3. Application Journey Management:**

- Monitoring and tracking applicants' progress through the admission process.
- Assisting applicants with completing application forms and ensuring all required documentation is submitted.

### **4. Documentation and Data Entry:**

- Accurately recording and maintaining applicant information in the university's database.
- Ensuring the confidentiality and security of applicant documents and information.

### **5. Collaboration:**

- Collaborating with academic departments, financial aid, and other university units to streamline and improve the admission process.
- Participating in team meetings and training sessions to stay updated on university policies and procedures.
- Assisting the property management team where required.

### **6. Customer Service:**

- Providing exceptional customer service to prospective students, students and their families, and guests.
- Demonstrating a thorough understanding of the university's academic offerings and campus life.
- Demonstrating a thorough understanding of the property's services and surrounding amenities.

### **7. Recruitment Targets:**

- Set and achieve recruitment targets outlined by the university.
- Regularly update progress and communicate challenges or opportunities to the university admissions team.

### **8. Networking:**

- Establish and maintain positive relationships with local educational institutions, community organizations, and other relevant networks to enhance recruitment opportunities.

### **9. Event Participation:**

- Represent the university at recruitment events, fairs, and community gatherings to attract potential students.

**Qualifications:**

- Bachelor's degree in a relevant field.
- Previous experience in hotels, tourism, events, spa, airport, airline, or a related field is preferred.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficient in using office software and databases.

**Personal Attributes:**

- Approachable and friendly demeanor.
- Ability to work independently and as part of a team.
- Detail-oriented and committed to maintaining accuracy.
- Adaptability and a willingness to learn.

**Remuneration:** The remuneration for this role has base pay and is directly tied to your success in meeting recruitment targets. The more students you recruit, the higher your compensation.

**How to Apply:** Interested candidates should submit their resume and a brief cover letter outlining their relevant experience to [DanWeber@AimUniversityGroup.Org](mailto:DanWeber@AimUniversityGroup.Org). **Please include "Operations Coordinator" in the subject line.**

- **Note:** This is an independent contractor position, allowing for flexible working hours and locations. The successful candidate will be responsible for their own tax obligations and expenses related to the role.



## Job Title: University-Level Instructor

- **Subject Areas:** Business, Accounting, Law, Tourism, Aviation, Spanish
- **Department:** [Respective Department]
- **Position Type:** Adjunct
- **Location:** Kingston, Hybrid and Remote

**Job Summary:** We are seeking dynamic and qualified individuals to join our community as Instructors in various subject areas, including Business, Accounting, Law, Tourism, Aviation, and Spanish. As an instructor you will be contributing to the academic excellence of our institution by delivering high-quality instruction, fostering student engagement, and promoting a positive learning environment.

### Key Responsibilities:

#### 1. Course Delivery:

- Develop and deliver engaging lectures, seminars, and practical sessions in the respective subject area.
- Create and update course materials to align with current industry standards and educational best practices.

#### 2. Student Engagement:

- Foster a collaborative and inclusive learning environment that encourages student participation and critical thinking.
- Provide mentorship and academic support to students, promoting their success and overall well-being.

#### 3. Assessment and Feedback:

- Design and implement fair and comprehensive assessment strategies.
- Provide timely and constructive feedback to students to facilitate their academic growth.

#### 4. Curriculum Development:

- Contribute to the development and enhancement of curriculum content, ensuring alignment with program objectives and industry trends.

#### 5. Research and Professional Development:

- Engage in scholarly activities, research, and professional development to stay current with advancements in the field.
- Share research findings and expertise with colleagues and students.

**Qualifications:**

- Ph.D. or Master's degree (as appropriate) in the relevant subject area.
- Teaching experience at the university level is highly desirable.
- Professional certifications or industry experience, where applicable.
- Strong communication and interpersonal skills.

**Subject-Specific Requirements:****1. Business:**

- Expertise in business management, accounting principles, and related business areas.

**2. Law:**

- Strong understanding of legal principles, with experience in areas such as contract law, business law, or international law.

**3. Tourism and Hospitality:**

- Work background in tourism, hospitality services, and travel industry and trends.

**4. Aviation:**

- Work background in airline and airport operations.

**5. Spanish:**

- Fluency in Spanish and expertise in language instruction.

**Remuneration:** The remuneration for this role has base pay and is directly tied to your success in meeting recruitment targets. The more students you recruit, the higher your compensation.

**How to Apply:** Interested candidates should submit their resume and a brief cover letter outlining their relevant experience to [DanWeber@AimUniversityGroup.Org](mailto:DanWeber@AimUniversityGroup.Org). **Please specify the subject area in the subject line (e.g., "Application for {insert name of course} Instructor").**

**Note:** Adjunct Faculty is an independent contractor position, allowing for contracted working hours and locations. The successful candidate will be responsible for their own tax obligations and expenses related to the role.