Vacancies dated 04 September 2023

Campus	Position	Job Location	Job Description	Minimum Requirement / Qualification
INTI International University	Executive/Senior Executive - Global Ranking and Institutional Advancement Centre	Nilai	Responsible for facilitating and managing international relations and collaborations between the organization and external stakeholders, such as partner institutions, international organizations, and government agencies.	Bachelor's Degree
	Executive/Senior Executive - International Relations and Collaboration Centre	Nilai	Responsible in the collection, analysis and dissemination of information in support of academic planning and the development of other faculties and centres together with other administrative areas that may be assisted by its expertise.	Bachelor's Degree
	Senior Executive/Assistant Manager/Manager - Public Engagement	Nilai	Assist the University to enhance a favorable image of the University with students, potential customers, external academicians and researchers, influencers and the public.	Bachelor's Degree
	Executive - Career Services	Nilai / Subang	Building rapport and developing productive relationships with industry partners on matters of strategic importance to the organization	Bachelor's Degree
	Partner School Counselor	Nilai	Explore new potential feeder's schools to grow new local enrolment, participate in various fairs or organizing events to generate new leads.	Bachelor's Degree holder (Fresh graduates who are interested in starting a career in sales are welcome to apply)
	Education Counselor	Nilai	Provide counselling and giving advice to students & parents on program by attending walk-in, write-in, phone-in and email enquiries	Bachelor's Degree holder (Fresh graduates who are interested in starting a career in sales are welcome to apply)
	Senior Lecturer - Business & Communication, Data Science & Information Technology & Physiotheraphy	Nilai	To plan, develop and produce learning and teaching material and deliver within the subject area.	PhD
	Clinical Instructor/Assistant Clinical Instructor	Nilai	To plan, develop and produce learning and teaching material and deliver within the subject area.	Bachelor's Degree
	Officer / Executive, AFM	Nilai	1. Ensure the safety, security, and well-being of all employees, visitors, and the premises by patrolling the property, monitoring surveillance equipment, inspecting buildings, equipment, access points, permitting entry, etc 2. Minimum Bachelor Degree	Bachelor's Degree
	Executive/Senior Executive, INTI Graduate School	Nilai	1. assist the post-graduate school in administration task. 2. Minimum Bachelor Degree holder	Bachelor's Degree
	Executive / Senior Executive, Public Engagement Unit	Nilai	1. assist the University to enhance a favorable image of the University with students, potential customers, external academicians and researchers, influencers and the public. 2. Minimum Bachelor Degree holder	Bachelor's Degree
	Executive / Senior Executive, IT	Nilai	1. deliver proactive, risk mitigating support services for the production server, storage and network infrastructure set using remote management tools and through using personal skills and competencies. 2. Minimum Bachelor Degree holder in Computer Science	Bachelor's Degree
	Executive/Senior Executive （Student Hostel Unit	Nilai	1. responsible for facilitating and managing international relations and collaborations between the organization and external stakeholders, such as partner institutions, international organizations, and government agencie 2. Minimum Bachelor Degree holder	Bachelor's Degree
	Executive/Senior Executive (ISVMU)	Nilai	1. responsible for International Student Visa Management 2. Minimum Bachelor Degree holder	Bachelor's Degree
	（Student Extra Curriculum/Activities Unit)	Nilai	1. responsible for Student Extra Curriculum/Activities 2. Minimum Bachelor Degree holder	Bachelor's Degree
INTI International College Subang	Student Counselor	Subang	Provide professional counselling sessions (individual / group) to assist students with problems and concerns in the areas of academic, career and personal matters.	Master's Degree holder in Counseling / Psychology and a certified counselor registered with Lembaga Kaunselor Malaysia (LKM)
	Executive - Student Services	Subang	Administer activities and services that support students' development and welfare to ensure excellent student experience.	Bachelor's Degree holder with good interpersonal skills. (Fresh graduates are welcome to apply)
	Partner School Counselor	Subang	Explore new potential feeder's schools to grow new local enrolment, participate in various fairs or organizing events to generate new leads.	Bachelor's Degree holder (Fresh graduates who are interested in starting a career in sales are welcome to apply)
	Education Counselor	Subang	Provide counselling and giving advice to students & parents on program by attending walk-in, write-in, phone-in and email enquiries	Bachelor's Degree holder (Fresh graduates who are interested in starting a career in sales are welcome to apply)
	Executive - University Placement	Subang	Handle university and visa application for American & Canadian university	Bachelor's Degree holder (US graduates are preferred)
	Executive - Librarian (Cataloger & Research)	Subang	To take charge of the cataloging and reference services	Bachelor's Degree holder with 1 year experience in Libraries
	Lecturer - Centre for University of Hertfordshire Programmes	Subang	To plan, develop and produce learning and teaching material and deliver within the subject area.	Master's Degree in Film / Mass Coummnications. Candidates with both teaching and industry experience preferred.
	Lecturer - Center for American Education	Subang	To plan, develop and produce learning and teaching material and deliver within the subject area.	Possess both Master and Bachelor's Degree in Psychology. Candidates with teaching experience preferred.
	Lecturer - School of Engineering & Computing	Subang	To plan, develop and produce learning and teaching material and deliver within the subject area.	Possess both Bachelor and Master's Degree in Quantity Surveying and a registered QS (Consultant QS/ Professional QS). Candidates with both teaching and industry experience preferred.
	Lecturer - School of Business & Communication	Subang	To plan, develop and produce learning and teaching material and deliver within the subject area.	Master's degree in Digital Marketing. Preferably with some industry experience.
INTI International College Penang	Lecturer - Accounting, International Business & Marketing	Penang	To plan, develop and produce learning and teaching material and deliver within the subject area.	PhD or Final Year PhD
	Lecturer - Computer Science	Penang	To plan, develop and produce learning and teaching material and deliver within the subject area.	Master's Degree
	Lecturer - Mechanical, Electronic & Electrical Engineering	Penang	To plan, develop and produce learning and teaching material and deliver within the subject area.	Master's Degree & Ir. Status
	Partner School Counselor	Penang	Explore new potential feeder's schools to grow new local enrolment, participate in various fairs or organizing events to generate new leads.	Bachelor's Degree holder (Fresh graduates who are interested in starting a career in sales)
	Education Counselor	Penang	Provide counselling and giving advice to students & parents on program by attending walk-in, write-in, phone-in and email enquiries	Bachelor's Degree holder (Fresh graduates who are interested in starting a career in sales)
INTI Universal Holdings	Executive - Accounts Receivable	Subang	Prepare month end revenue and account receivable close process including revenue recognition, deferred revenue and reconciliation of the account receivables sub-ledger to the general ledger	Bachelor's Degree in Accounting, Banking or other related field.
	Executive - General Ledger	Subang	Financial reporting, journals processing, financial statements (Balance Sheet and Income Statement) reconciliation & review	Bachelor's Degree in Accounting, Banking or other related field.
	Executive - Digital Nurturing	Subang / Nilai	Engage & influence prospects using selling skills & INTI Program Counselling Methodologies to build complete higher education discovery solutions while maintaining a balance of high velocity and high sales service that inspires	Bachelor's Degree in any discipline. Fresh graduate who Is interested in sales are encouraged to apply
	Executive - Regional Office	Johor	Provide counselling to enquiring students and their parents on the programmes offered by the University & Colleges. Sales & marketing activities to promote programmes offered by the University & Colleges.	Bachelor's Degree in any discipline. Fresh graduate who Is interested in sales are encouraged to apply
	Assistant Manager - International Office	Subang	Engage & influence prospects using selling skills & INTI Program Counselling Methodologies to Jointly plan, record and execute events for assigned market/ territory/ region together with Team Leader, and ensure that campaign leads are keyed into CRM system	Bachelor's Degree in any discipline. Above 3 years of related working experience
	Executive - International Office	Subang	Engage & influence prospects using selling skills & INTI Program Counselling Methodologies to Jointly plan, record and execute events for assigned market/ territory/ region together with Team Leader, and ensure that campaign leads are keyed into CRM system	Bachelor's Degree in any discipline. Fresh graduate who Is interested in sales are encouraged to apply