



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
- ✚ **Contact Information:** AimUniversityGroup.Org (website) | (786) 980-1429 (USA) / (876) 613-9108 (JA)
- ✚ **Aim Pledge:** I BELIEVE | SELF AFFIRMATION
 - I believe in my dreams, I hold them so tight, with self-determination, I'll soar to new heights.
 - My potential is my power, I will express it, every day, and every hour.
 - With AIMu by my side, success is in sight.
 - I pledge to achieve, with all my might, to complete the race and reach the skies.

History:

AIM University Group has a rich history that spans over 26 years with many notable scholars and university partners around the globe. Emerging in 2016 as a higher education company in Florida, our organisation has been a beacon of learning and innovation, providing leadership and top-quality vocational education to colleges and students in North America, Europe, and Africa. Over the years, we have evolved and adapted to meet the changing needs of our institutions, students, and society.

Mission:

We seek to empower students with knowledge, skills, and values that will enable them to excel in their academic and professional endeavors. We are committed to fostering a supportive and inclusive environment where every student can reach their full potential.

Mission Statement:

To deliver transformative education, empowering our learners to pursue knowledge, explore the world, gain work experience, and be their best selves.

AIMu Taglines:

Be the Best Version Of You at AIMu!

AIMu - Empowering Minds, Nurturing Dreams and Shaping Success

Core Functions And Niche

We offer pre-university and college courses. Our specialist work-related UK qualifications are offered at the pre-university, undergraduate and graduate levels. These distinctive programs taught online, distance learning, and tutor-supported 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 is now moving to become a premier "Experiential Hotel University College" offering programs that transcend conventional academic offerings. Starting March 2024, we will have a boutique hotel comprising three (3) luxury vacation villas right on campus. This unique model of higher education will be providing real workspaces for students to gain hands-on experience in events management, hospitality services, and business.

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.



OUR PROGRAMS

✚ Programs Delivery Methods:

Classes at AIMu are taught through various methods: 100% Online; Distance Learning; and blended using a mix of Online Classes, Face-To-Face Classes in Kingston, and fully supported web-based learning activities and tests.

✚ Program Levels And Duration:

Continuing Education / Pre-University Programs:

- Short Upskill Certificate and Diploma Programs (online and/or 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 bachelor's degree levels (Level 5 & 6 programs are offered online and face-to-face in 16 & 24 months), and
- Graduate master's degree level (Level 7 programs are offered distance learning in 8/12 months)

✚ Programs Accreditation And Certification:

- Degree-level programs are awarded by OTHM and BTEC (two globally recognised Qualification Awarding Bodies in England)
- Degree-level programs are accredited by the UK government's Office of Qualifications and Examinations Regulators (Ofqual).

Where to verify program accreditation:

- *Our Continuing Education Programs can be verified at OTHM.ORG.UK.*
- *Degree-Level Programs can be verified at othm.org.uk, qualifications.pearson.com, and Register.Ofqual.Gov.UK.*

LIST OF PROGRAMS

SHORT UPSKILL CERTIFICATES International Certificate Level 4 4 Months	UNDERGRADUATE BACHELOR'S DEGREE LEVELS Level 5 16 Months Level 6 24 Months	GRADUATE MASTER'S DEGREE LEVEL Level 7 8-12-Months
Customer Service: Airport and Airline Passenger Services	International HD in Tourism And Hospitality Management (with Flight Attendant, Airport Passenger Services, Hotel Management, Event Planning, Conversational Spanish, and more)	OTHM Accounting and Finance
		OTHM Coaching and Mentoring
In-Flight Passenger Operations	BTEC Business (Accounting and Finance)	OTHM Education Management and Leadership
Conversational Spanish for International Business	BTEC Business (Law)	OTHM Health and Social Care Management
Entrepreneurship And Small Business Management	OTHM Business (Healthcare Management)	OTHM Human Resource Management
SHORT UPSKILL DIPLOMAS International Diploma Level 4 4 Months	OTHM Business (Human Resource Management)	OTHM Project Management
Aviation: Flight Attendant and Customer Service Operations		OTHM Business (Management)
Event Planning and Catering Management	OTHM Business (Marketing)	OTHM Strategic Management and Leadership
Hotel Operations Management	OTHM Business (Project Management)	OTHM Strategic Marketing
Travel and Tour Operations Management		OTHM Tourism and Hospitality Management

How to Verify Programs Accreditation and Institutional Partnerships:

How to verify program accreditation with Ofqual:

Search the Register of Regulated Qualifications at Register.Ofqual.Gov.UK to find out if a qualification is regulated (officially recognised) by Ofqual:

STEP 1. Go AimUniversityGroup.Org, select programs for the undergraduate or graduate course you're interested in, then **copy the qualification number** displayed on the program page.

STEP 2. Open your web browser and enter Register.Ofqual.Gov.UK, then select 'Start Now' on the page.

STEP 3. paste the qualification number into the 'Search the Register' bar for the approval status.

How to verify if Aim University is an authorized OTHM international centre-partner:

Visit OTHM.ORG.UK and scroll down to the 'Verify an OTHM Approved Centre' tab. In this section by typing in the centre name (AIM University Group), you can verify the centre approval and the list of approved OTHM programmes.

WORKING WITH AIMU

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

- ✚ VACANCY 1. Instructors of Business, Accounting, Law, Tourism, Aviation, and Spanish (Part-time)
- ✚ VACANCY 2. New Student Recruiters (and Admission Team Leads)
- ✚ VACANCY 3. Property Operations Coordinator (Full-time)
- ✚ VACANCY 4. Program Coordinator and Instructor (Part-time, 30 hrs./week) - Kingston (Part-time)
- ✚ VACANCY 5. Spa and Guest Services Coordinator (Full-time)
- ✚ VACANCY 6. Housekeepers/Cleaners (Contract Work)

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.

Remote Lecturers are needed on the following programs:

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 University-Level Program Instructors

In various fields

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: \$4,500 - \$6,000 HR

How to Apply:

Interested candidates should submit their resume and a brief cover letter outlining their relevant experience here: <https://www.aimuniversitygroup.org/job-application-form.html>

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.

We are hiring Admission Team Members for new student recruitment

Department: University Admissions

Position Type: Independent Contractor (Flexi-work)

Location: Remote

Remuneration: Variable, based on recruitment targets, starting at US\$100 / JM\$15,000 per applicant admitted or US\$2,000 /

JM\$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. Here is the application form: <https://www.aimuniversitygroup.org/job-application-form.html>

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 Program Coordinator and Instructor (Part-time)

Department: University Admissions

Position Type: Part-time (20-Hour Week)

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

Reports To: Principal Director of Programs

Overview: AIM University Group is seeking a dynamic and experienced Program Coordinator and Instructor to join our team in Kingston. This part-time position encompasses a range of responsibilities including coordinating educational programs, supporting students, managing public relations, and providing tutoring. This role is ideal for candidates who are passionate about higher education and have a track record of effective program management and student engagement.

Key Responsibilities:

- **Program Coordination:** Develop, implement, and review educational programs to ensure they meet the needs of students and align with our academic standards.
- **Student Support:** Act as a primary point of contact for students within the program, providing guidance, support, and tutoring as needed to promote academic success.
- **Public Relations:** Manage communications and public relations efforts for the program, including promoting events, coordinating with media, and maintaining a positive image of the program and institution.
- **Teaching:** Deliver high-quality instruction in designated subjects, prepare course materials, assess student work, and provide constructive feedback.
- **Administration:** Perform administrative duties related to course and program coordination, including scheduling, maintaining records, and reporting.

Qualifications:

- Master's degree in tourism management, business, or a related field.
- Proven experience in educational administration and/or teaching at the tertiary level.
- Excellent interpersonal and communication skills.
- Strong organizational skills with the ability to multitask and manage multiple priorities effectively.
- Demonstrated ability to engage and motivate students.

Desirable Skills:

- Experience in curriculum development and assessment.
- Familiarity with digital learning platforms and educational technologies.
- Strong problem-solving skills and the ability to adapt to changing environments.

What We Offer:

- Remuneration: \$240,000 – \$260,000 Semester (Total: 20 HR Week | 12 weeks = 240 HRS)
- Opportunity to shape the educational experiences and outcomes of our students.
- A flexible work schedule tailored to balance professional and personal commitments.

Candidates interested in contributing to a collaborative educational environment and advancing their career in educational administration are encouraged to apply. If you are looking for a rewarding part-time opportunity that allows you to make a significant impact on students' educational journeys, we would love to hear from you.

How to Apply: Interested candidates should submit their resume and a brief cover letter outlining their relevant experience here:

<https://www.aimuniversitygroup.org/job-application-form.html>

Please include " Program Coordinator and Instructor (Part-time)" in the subject line.

- **Note:** This is a 20-Hour Week, part full-time position.

We are hiring Spa and Guest Services Coordinator (Full-time)

Department: University Admissions

Position Type: Full-time

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

Reports To: COO

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 Spa and Guest Services Coordinator

Position Type: Full-time

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

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.

Overview: We are seeking a versatile and dynamic Spa and Guest Services Coordinator to join our team. This role combines responsibilities across Concierge and hospitality services, including delivering spa services, supporting the housekeeping team, and managing administrative tasks related to guest services and vacation planning. The ideal candidate will ensure a positive and enriching experience for our students, visitors, and guests, embodying our commitment to high-quality service and exceptional guest care.

Key Responsibilities:

- **Spa Services:** Provide professional spa treatments such as massages and general cosmetology services to guests.
- **Guest Service Management:** Oversee and coordinate guest service operations, including check-ins, check-outs, and guest inquiries, ensuring all guests receive impeccable service and support.
- **Administrative Support:** Handle administrative duties related to guest services, vacation planning, itinerary, maintaining accurate records, and schedules.
- **Team Collaboration:** Work closely with property management, student support staff, and housekeepers to ensure seamless service delivery.
- **Quality Assurance:** Monitor and uphold the quality of service and cleanliness standards within the spa, housekeeping, and guest service areas.

Qualifications:

- Minimum of one year of formal training in massage therapy.
- At least two years of work experience in massage therapy.
- Training and experience in general cosmetology, such as nail services and makeup application, strongly preferred, but not compulsory.
- Excellent organizational skills and meticulous attention to detail.
- Strong communication and interpersonal skills, capable of working collaboratively with multiple teams.
- Ability to manage multiple tasks and priorities in a fast-paced environment.

Desirable Skills:

- Certification in massage therapy and other relevant cosmetology services.
- Previous experience in a salon, or hotel guest service area.
- Proven track record of improving guest satisfaction and service quality.

What We Offer:

- A dynamic work environment where you can apply a diverse skill set.
- The opportunity to significantly impact the guest and student experience.
- Competitive salary and benefits package.

Application Process: Interested candidates should submit a resume and a cover letter outlining their qualifications and experience relevant to the role. References should be available upon request.

This position is ideal for individuals passionate about wellness and guest satisfaction, looking to further their career in a multifaceted and collaborative environment. If you have a passion for spa and guest services and meet the above criteria, we encourage you to apply,

Remuneration: Projected salary for this role is \$80-\$120,000. This includes base pay plus commission. Further, you have gratuity which is directly tied to your success in meeting recruitment and promotional targets.

How to Apply: Interested candidates should submit their resume and a brief cover letter outlining their relevant experience here:

<https://www.aimuniversitygroup.org/job-application-form.html>

Please include "Operations Coordinator" in the subject line.

- **Note:** This is a 40-Hour Week, full-time position, some weekend may be required based on guest reservations.

We are hiring Housekeepers/Cleaners (Contractually)

Job Title: Housekeepers/Cleaners (Contract Work)

Location: 6 Hillview Avenue, Kingston 10

Overview: We are seeking dedicated and meticulous Housekeepers/Cleaners for contract work in our student housing and short-term vacation rental homes. This role is crucial in ensuring that our properties meet the highest standards of cleanliness and guest satisfaction. Ideal candidates will have a keen eye for detail and a commitment to maintaining excellent cleanliness and hygiene standards.

Key Responsibilities:

- **Cleaning and Maintenance:** Perform thorough cleaning tasks throughout the property, including dusting, vacuuming, mopping, and bathroom cleaning.
- **Guest Preparation:** Ensure all areas are impeccably clean and well-presented before guest arrival, including making beds, replenishing linens, and restocking necessary supplies.
- **Quality Control:** Conduct final walkthroughs to ensure that all areas meet cleanliness and maintenance standards.
- **Inventory Management:** Keep track of cleaning supplies and equipment, and report needs for restocking or replacement.
- **Reporting Issues:** Immediately report any damage or maintenance issues found during cleaning to the property management team.

Qualifications:

- Experience in cleaning or housekeeping, preferably in a hospitality or residential setting.
- Strong attention to detail and pride in delivering excellent results.
- Ability to work independently and as part of a team.
- Good time management skills to handle multiple properties or tasks in a timely manner.
- Physical stamina and mobility, including the ability to reach, kneel, and bend.

Desirable Skills:

- Knowledge of cleaning chemicals and supplies, including proper storage and handling procedures.
- Familiarity with safety and sanitation standards in the hospitality industry.

Contract Details:

- This is a contract position with flexible hours based on property needs and booking schedules.
- Competitive pay based on experience and the specific demands of each property.

What We Offer:

- Remuneration: \$6,000 Per Clean/Day

Application Process: Interested candidates are invited to submit a resume detailing their experience and qualifications. Please include references from previous employment or contracts to support your application.

This role is essential in upholding the reputation of our vacation rental properties by ensuring they are clean, welcoming, and comfortable for all guests. If you are a detail-oriented, reliable individual looking for contract work in a dynamic environment, we encourage you to apply.

How to Apply: Interested candidates should submit their resume and a brief cover letter outlining their relevant experience here:

<https://www.aimuniversitygroup.org/job-application-form.html>

Please include "Housekeeping" in the subject line.

- **Note:** This is a flexi-work and contractual position, some weekends will be required based on guest reservations.