Job Title: Admissions Counselor & Recruiter
Reporting to: Director of Admissions
Salary: Commensurate with Experience.
Application Process: Email Subject Line: (Your Name) – Admissions Counselor 2015
Send Cover Letter & Resume to careersdubai@rit.edu

General Summary
The Admissions Counselor & Recruiter will conduct recruitment and admission activities for RIT Dubai. This position will work with RIT and RIT Dubai faculty and staff to conduct recruitment outreach, and implement recruitment and admission programs designed to increase undergraduate and graduate student enrollment at RIT Dubai.

Job Responsibilities:
Responsibilities include, but are not limited to:
• Conduct recruitment and outreach activities including school visits, presentations, corporation, agency, and government visits. Represents RIT Dubai at college fairs, educational exhibitions, and other recruitment activities and programs.
• Advise prospective students regarding admission and financial aid processes and procedures, academic program offerings, and other opportunities available at RIT and RIT Dubai.
• Ongoing strategic communication with prospective students and applicants, including telephone outreach, online chats, email and paper correspondence, interviews, etc.
• Work with applicants throughout admission process to ensure completion of applications, and advise them regarding options at RIT and RIT Dubai
• Participate in planning and implementing campus visit programs, including individual meetings and interviews, group presentations, and recruitment and admission events.
• Provide information and feedback regarding current market opportunities, in order to inform strategy for recruitment and admission initiatives
• Develop and manage relationships with constituents and influencers including parents, school counselors and professors, corporate contacts, government officials, alumni

Job Requirements:
• Experience in admissions, higher education, or in related area with marketing orientation
• Excellent communication skills, demonstrated success in relationship building
• Flexible, able to work in a fast-paced, high energy environment
• Strong customer service orientation
• Strong organizational skills
• Ability to work with diverse student populations
• Experience living or working with/among other cultures and strong interest in and affinity to the Middle East region preferred
• Fluency in Arabic language preferred
• Significant travel required
• Bachelor’s degree required