The Executive Director for Enrollment Management and Career Services

The Executive Director for Enrollment Management and Career Services position at RIT Dubai is responsible for developing and implementing a comprehensive strategic enrollment management plan focused on recruitment, admissions, and retention consistent with the university’s strategic goals. The Director has direct managerial responsibility and oversight for the Offices of Recruitment and Admissions, University Marketing and Communications, Co-op and Career Services and Outreach.

The Director reports to the President and is a member of the Seniors’ Cabinet. Qualified candidates should have at least five years of experience in an administrative leadership position.

The responsibilities and opportunities for the Director include the following:

1. Serve as an active member of the senior administrative team at the University, providing counsel to the President and other members on all aspects of enrollment management
2. Provide strong advocacy for the goals and needs of the enrollment management division and working collaboratively with colleagues to set direction and establish priorities for RIT Dubai
3. Ensure that RIT Dubai complies with local and NY regulations related to enrollment and admission criteria and functions
4. Coordinate closely with units in the main campus to align operations and processes
5. Build a coherent and cohesive enrollment management division, drawing on the strengths of current staff, and create a supportive and collaborative environment for their success and professional development;
6. Develop a data-driven strategic plan to increase enrollment at RIT Dubai, including specific plans, goals and strategies for recruitment, admission, financial aid and retention.
7. Integrate graduate students, international students and distance learners into the Strategic Enrollment Management plan and collaborate closely with the offices responsible for the enrollment of these students
8. Serve as the retention director of the university, overseeing and coordinating retention initiatives and working closely with faculty, academic staff and departments heads to develop a student centered focus that will improve retention and student success
9. Engage faculty and staff, senior leadership, alumni and students in the recruitment process
10. Lead the Marketing and Communications team in the creation and disseminate of clear and compelling messages to prospective students, to strengthen the marketing activities of the enrollment division and to ensure consistency of brand, and timeliness of campaigns
11. Lead the development of processes to handle all aspects of the co-op program for all students based on technology and solid engagement with industry and internship providers
12. Spearhead the outreach efforts to market the expertise of the faculty and the university resources to the local and regional communities.
APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;
  (Mr. John Smith – Executive Director for Enrollment Management and Career Services)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.