FULL TIME STAFF POSITION – ADMISSION COUNSELLOR & RECRUITER
RIT DUBAI
POSITION DESCRIPTION

ABOUT RIT DUBAI
RIT Dubai, a not-for-profit university affiliated with Rochester Institute of Technology in Rochester, NY, USA and located in Dubai, United Arab Emirates (UAE), is accredited by the UAE Ministry of Higher Education and Scientific Research and is licensed in Dubai by the Knowledge and Human Development Authority (KHDA). Individual degree programs may also have professional accreditations, such as the Association to Advance Collegiate Schools of Business (AACSB) for our business programs. RIT Dubai was established in 2008 to provide world-class educational programs in the UAE for students and professionals from across the globe. The vision of RIT Dubai is to be the premier provider of career-focused, technologically advanced education in the Middle East. RIT Dubai students are part of a new and exciting learning environment, one that is dedicated to the development of students’ competencies in engineering, business, information technology, service leadership, innovation, and entrepreneurship.

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
- Significant travel maybe required
• Bachelor's degree required

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 – Admission Counselor & Recruiter)
• 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.