**JOB DESCRIPTION**

**INTERNATIONAL STUDENT RECRUITMENT/ADMISSIONS SPECIALIST**

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<td><strong>Position Title:</strong></td>
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<td><strong>Department/Division:</strong></td>
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<td><strong>Reports to:</strong></td>
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**Job Purpose**

The role of this position is to set and implement a clear plan in order to achieve the goals of international students’ enrollment; this includes building and managing agents’ database, representing RIT Dubai in related events and coordinating with stakeholders to enhance admissions procedures to be more effective and efficient.

**Main Duties and Responsibilities:**

**International Recruitment**

- Develop and implement global recruitment initiatives to increase international student enrollment.
- Generate international leads and applications that convert to enrolled students.
- Represent R.I.T. Dubai at domestic and international fairs, recruitment events, and international high schools.
- Coordinate students’ recruitment activities and applications’ processing with International Agents, Education Consultants, and International Schools Counselors.
- Increase awareness of and enthusiasm for RIT Dubai, and engage students, parents, guidance counselors and other influencers.
- Collaborate with Marketing on the development of International recruiting materials, communication strategies, and advertising.

**Agency Management**

- Leverage on the current network of International Agents and Education Consultants acquired from previous roles, and build/tailor relations and agreements specific to RIT Dubai needs and in-line with International recruitment targets and vision.
- Identify opportunities for international articulation and agent agreements and work with the stakeholders to develop, execute and evaluate.
- Manage agent contracts with the institute, and serve as the main point of contact for all agents’ inquiries and activities.
Admissions Process

- Review and process all international applications as per established guidelines and timings, and maintain regular contact with applicants.
- Lead the completion, review and conversion of international student applications; including freshmen and transfers with foreign credentials in a timely manner.
- Counsel prospective students and families about admissions, scholarships, academic programs and student life at the University.
- Assist with Domestic recruitment where needed, and during enrollment cycle seasonal peaks.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.

Required Minimum Qualifications

- Bachelor’s degree from an Accredited University in Marketing, International Business, Education or related fields.
- Minimum of 2 years of working experience in similar role in the Higher Education sector in the UAE.
- Solid business relations with existing network of International Agents and Education Consultants.
- Ability to travel (nationally and internationally) and flexible on working hours (Including weekends and evenings if needed on seasonal peaks).
- English Language Fluency, with fluency in at least one other language.
- Excellent communication and interpersonal skills, attention to details, creative, and strong problem solving skills are essential.
- Advanced organizational, planning and multi-tasking skills
- Ability to represent the institute in a professional manner