JOB DESCRIPTION

INTERNATIONAL STUDENT RECRUITMENT SPECIALIST

JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>International Student Recruitment Specialist</th>
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<tbody>
<tr>
<td>Department/Division:</td>
<td>Enrollment &amp; Admissions Department</td>
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<tr>
<td>Reports to:</td>
<td>Director of Enrollment</td>
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<td>Supervises:</td>
<td>None</td>
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<td>Last Updated on:</td>
<td>January 10, 2018</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

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 – International Student Recruitment Specialist)
- 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.