FULL TIME STAFF POSITION – SENIOR ADMISSIONS COUNSELOR

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.

Summary
Our Admissions Counselors & Recruiters 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 admissions programs designed to increase quality undergraduate and graduate student enrollment at RIT Dubai.

General Duties and Responsibilities:
Responsibilities include, but are not limited to:

- Conduct recruitment and outreach activities including undertaking presentations at schools, corporations and government entities. Represent RIT Dubai at college fairs, educational exhibitions, and other recruitment activities and programs.
- Advise prospective students on admissions requirements, financial aid processes and procedures, academic program offerings, and opportunities available at RIT and RIT Dubai.
- Work with applicants throughout admission process to ensure timely completion of applications, and advise them regarding the most appropriate study options for them.
- Undertake ongoing strategic communication with prospective students and applicants, including telephone outreach, online chats, email and interviews, etc.
- 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 partners and influencers including parents, school counselors and professors, corporate contacts, government officials and alumni.
- Assist is supervising the Summer Student call center.
- Handle ELC coordination and marketing and support to increase the number of students.
Job Requirements:

- Experience in admissions, higher education, counselling or in related area with marketing orientation/sales
- 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 and their families
- Experience living or working with/among other cultures and strong interest in and affinity to the Middle East region essential
- Local travel required and some international
- Bachelor’s degree required from an accredited university

Application Procedure

Please email your resume & cover letter to careersdubai@rit.edu. Subject line must include your name and position you are applying for; i.e.: <Your Name> - Senior Admissions Counselor

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.