JOE DESCRIPTION

POST GRADUATE ADMISSIONS SPECIALIST

JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Post Graduate Admissions Specialist</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Department/Division:</td>
<td>Enrollment &amp; Admissions Department</td>
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<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>November 13, 2018</td>
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Job Purpose

This position reports to the Director of Admissions & Enrollment and is responsible for strategic enrollment management of all master's degree programs through regular phone and email communications, universities visits, attending events and/or corporate outreach. The Post Graduate Admissions Specialist is also actively involved in building corporate partnerships and is expected to maintain working knowledge of Graduate programs.

Main Duties and Responsibilities:

- Recruit master's students to RIT Dubai through attendance in corporate visits and university expos, as well as representation in professional conventions.
- Maintain contact with prospective students with consistent phone and email contact, and speak to students
- Critically evaluate applicants and applications and make or recommend admissions decisions as appropriate
- Establish a network of professional relationships with government entities, corporations, professional organizations or groups that will build RIT Dubai's enrollment in master's degree programs

Required Minimum Qualifications

- Bachelor's degree from an Accredited University in Business Administration, Education or related fields. Master degree is highly preferred.
- The position requires at least 3 years of experience in similar / related fields with corporate outreach experience and proven ability to cultivate and maintain professional contacts.
- Knowledge of current trends in higher education, specifically those pertaining to recruitment, admissions and enrollment management.
- Proven records of achieving targets and meeting deadlines of projects.
- Excellent communication and interpersonal skills.
- Advanced organizational, planning and multi-tasking skills
- Advanced computer office applications, systems and report writing skills.
- Ability to represent the institute in a professional manner
**Application Procedure**

Please email your resume & cover letter to careersdubai@rit.edu with subject line including your name and position you are applying for; i.e.: <Your Name> - Post Graduate Admissions Specialist

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