

JOB DESCRIPTION

STUDENT ADMISSIONS COUNSELOR

JOB DETAILS			
Position Title:	Student Admissions Counselor	Grade	
Department/Division:	Student Admissions		
Reports to:	Assistant Manager - Student Admissions		
Supervises:	None		
Last Updated on:	January 2, 2024		

JOB PURPOSE

To deliver the end-to-end admissions and enrolment process and provide advisory services to prospective RIT students (graduate and postgraduate) to achieve defined enrolment targets, whilst delivering a high level of customer service.

RESPONSIBILITIES:

- To execute delivery of university admissions requirements as per the operating framework, policies and procedures for student admissions and ensure admissions services are delivered in an efficient, effective and timely manner in line with RIT policies and procedures.
- To provide advisory services and facilitate students through the admissions process including but not limited to answering queries about academic programs, advising on logistical arrangements, and assisting with all application requirements, documentation and the application process.
- Support and guide prospective students with university applications by reviewing, analyzing, and validating information and recommending actions for completion of admission requirements in line with RIT policies and procedures.
- Review prospective students' applications and guide students on courses of study, financial aid, scholarships, study abroad programs, or other related admissions requirements, and ensure all admissions criteria/requirements are met for full enrollment.
- Assist prospective students with the completion of the necessary application steps for them to progress their application for review and evaluation purposes.
- Contribute to the development of concepts, practices, techniques, and innovations to improve the quality and effectiveness of student admissions services to support the student transition journey (from secondary education to tertiary education) and enhance admissions intake.
- Review requests related to financial matters including scholarships, bursaries, fees, visa, booking cancellation, or refunds and guide students to appropriate / concerned departments for timely resolution.

- Process student applications and related materials according to specified policies and procedures including but not limited to assessment, offers, acceptances, confirmations, and student visa processing requirements.
- Review and evaluate international credentials, calculate appropriate metrics, and make informed decisions/recommendations regarding admissibility and eligibility for programs.
- Participate in student recruitment and outreach events and programs such as parent orientations, new student orientations, open houses, exhibitions etc. to promote RIT university services in a bid to enhance admission rates.
- Contribute to the development of promotion and marketing materials/collaterals in preparation for outreach/admissions programs to raise awareness of RIT.
- Stay up to date and informed of all university admissions processes, program specific requirements, Ministerial criteria, and any other course specific admissions requirements.
- Responsible for updating and maintaining the admissions database to ensure all relevant information is accurate and up to date at all times to support the delivery of admissions services (i.e., student information, contact information, student documentation and records etc.)
- Act as a point of contact for prospective student applications and ensure all queries are addressed in a timely manner as per RIT policies and procedures.
- Follow established processes to review, monitor and follow up on students applications in a bid to increase student enrollment rates
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.

Job Qualifications:

- Bachelor's degree in business or a related field for an accredited university.
- Minimum of 2 years of relevant experience.
- Excellent communication skills (spoken, read and written) in English.
- Prior experience and / or knowledge of university admissions in a UAE accredited university is preferred
- Excellent time management.
- Strong presentation, and interpersonal skills
- Ability to work under pressure, multi-tasking and meet deadlines.
- Accuracy and attention to details
- Self-driven, motivated, supportive, team player and transparent.

APPLICATION PROCEDURE

Please email your application to careersdubai@rit.edu and include the followings in your application:

- Subject line must include your name and the position you are applying for (Name, Student Admissions Counselor).
- Cover letter detailing your technical/professional and teaching qualifications and achievements
- Resume or curriculum vitae
- Contact information
- Names, addresses and phone numbers of three references

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.