JOB DESCRIPTION

STUDENT RECRUITMENT COUNSELOR

JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Student Recruitment Counselor</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Department/Division:</td>
<td>Admissions &amp; Recruitment Department</td>
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<td>Reports to:</td>
<td>Senior Recruitment Counselor</td>
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<td>Supervises:</td>
<td>None</td>
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<td>Last Updated on:</td>
<td>February 28, 2022</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:

- 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 counsellors and professors, corporate contacts, government officials and alumni.
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).
- 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 – Student Recruitment Counselor)
- 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 selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.