

JOB DESCRIPTION

Student Admissions Officer

JOB DETAILS			
Position Title:	Student Admissions Officer	Grade	
Department/Division:	Student Enrolment and Admissions Department		
Reports to:	Student Admissions Manager		
Supervises:	None		
Last Updated on:	August 21, 2026		

Job Purpose

The role of this position is to provide administrative support and coordinate all post-enrolment and onboarding requirements for students, while maintaining high levels of customer service and ensuring adherence to RIT policies and procedures.

Main Duties and Responsibilities:

- Maintain accurate and complete student records by ensuring submission of all required documents, including final attested transcripts and equivalency certificate.
- Verify that applicants meet final admission requirements and support the issuance of final admission decisions.
- Assist students throughout the enrolment process and coordinate with internal departments to ensure a smooth onboarding experience.
- Follow up with first-year students to ensure their records are completed and updated in a timely manner during the first semester.
- Engage with students to address concerns and guide decision-making, applying persuasive communication and strong understanding of higher education offerings to support enrolment continuation and retention.
- Coordinate placement tests for new students.
- Evaluate applications in line with RIT policies and regulatory standards.
- Ensure compliance with internal procedures and relevant external regulations.

Required Minimum Qualifications

- Bachelor's degree from an Accredited University in Business Administration, or related fields.
- Minimum of 2 years of experience in a similar role within the Higher Education sector in the UAE, preferably at a university accredited by the UAE Ministry of Higher Education and Scientific Research.
- 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.

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;
(Name – Student Admissions Officer)
- Submit a cover letter outlining your relevant experience in student onboarding, post-enrolment support, and records management within an accredited higher education institution in the UAE (MOHESR).
- Resume/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.