

## We're looking for:

Position Title	Officer – Student Recruitment
Department	Registrar
Job Code	HR H22

### Job Description

- To coordinate local and international Student Recruitment events that Sorbonne University, Abu Dhabi (SUAD) is participating in and to support the efficient dissemination of University information to potential students in order attract and recruit the best candidates.
  - Organize recruitment events that SUAD are participating in, including but not limited to: all administration; event set-up and take-down of materials etc., ensuring all events are prepared within the timeframes and to quality standards
  - Coordinate arrangements for SUAD campus open days, and execute while ensuring all arrangements are efficiently and effectively handled and that the University is appropriately represented to groups and individuals.
  - Participate in recruitment events locally and overseas within targeted areas, including attendance at University fairs and education exhibitions; school/college visits etc., to promote interest in SUAD
  - Attend to SUAD walk-in applicants and inquiries of potential students.
  - Assist in the design and preparation of recruitment campaigns, including literature, displays, media, social media and website materials in order to attract the target audience, in collaboration with the Communication & Public Affairs department.
  - Coordinate the storage and updating of recruitment event materials between uses in line with the department's operating procedures
  - Prepare recruitment packs, including the relevant literature requested and disseminate to potential prospective students via post/courier/email etc.
  - Prepare nametags, stationery, gift bags, registration lists etc., ensuring that all required materials are prepared for the recruitment event
- Report updates and provide analysis related to the tasks assigned.

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

#### Minimum Qualifications:

- Bachelor's degree

#### Minimum Experience:

- 2 years similar experience in the Higher Education sector

#### Job-Specific Skills:

- Planning and organizing skills
- Administration skills
- Interpersonal skills
- Customer service oriented
- Cross-cultural awareness
- Proficient use of all Microsoft Office programs and familiarity with CRMs
- Languages: English with French or Arabic

### Conditions

NA

We're  
looking for:

Grade

6

Package Details

- Basic Salary (AED 6,500 - AED 11,700)
- Accommodation Allowance
- Benefits

How to apply

Via Sorbonne Abu Dhabi Website

Application to be sent by

26/09/2018