

We're looking for:

Position Title	Section Head – Student Recruitment
Department	Registrar Department
Job Code	HR H12

Job Description

To lead the Student Recruitment, design and implement a clear plan through effective activities in order to achieve the enrollment goal of Sorbonne University Abu Dhabi (SUAD) by attracting and recruiting the right candidates. The Section head is in charge of managing the organization and execution of events and promotional activity, maintain and develop recruitment channels and introduce strategic partnerships.

Key Responsibilities:

- Conduct market research, produce a strategic plan, and supervise the execution of the plan and all related activities and events.
- Coordinate the activities with related departments, including communication, academics, registrar, general services, digital transformation, and others to insure the proper implementation of the plan.
- Plan, supervise and conduct recruitment campaigns, and recruitment events, lead the participation of such events inside UAE and internationally.
- Represents the University at local and international fairs, recruitment events, schools, visits and road shows.
- Plan, maintain and establish strategic partnerships, including but not limited to agents, schools, universities, private and public sector entities.
- Manage the day-to-day operations including the supervision of the team, budgeting and auditing the section activities.
- Report on the progress and performance, propose and introduce improvements.
- Plan, train and execute the highest level of customer service insuring the supply of correct and proper information in timely manner and following the best practices
- Coordinate with related departments the management of related tools including website, printed materials, and technology solutions
- Follow the applicable policies, rules and regulations, review the ones related periodically and propose improvements.

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

Minimum Qualifications:

- Bachelor's degree
- Master's degree preferred

We're
looking for:

Minimum Experience:

5 years experience in student recruitment area, with at least 1 year in a senior position.

Job-Specific Skills:

- Management & Leadership skills
- Marketing & Communication skills
- Customer service oriented
- Knowledge of Higher Education Sector in the UAE
- Marketing, CRM, related tools and techniques
- Languages: English fluency with Arabic or French as an added advantage

Conditions

To be recruitment by Sept 2019

Grade

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Package Details

- Monthly salary range (AED 34,346 – AED 42,146)
- Benefits: Annual ticket, health insurance, education fees

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

30th June 2019