

We're looking for:

Position Title	Senior Officer - Student Recruitment
Department	Registrar
Job Code	HR I17

Job Description

To supervise and coordinate the implementation of all 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.

Responsibilities:

- Prepare market study, recruitment materials, and recruitment plans.
- Plan, organize, support and attend recruitment events locally and overseas, including
- Contact universities and corporates, in UAE and internationally, to coordinate visits.
- Engage students in recruitment activities through the SUAD Ambassador Program.
- Collate all student recruitment event feedback and report on the success and future improvements
- Provide logistical support in cooperation with Procurement
- Design and prepare recruitment campaigns, including literature, displays, media, social media and website materials to attract the target audience, in collaboration with the Communication department.
- Respond to prospective student enquiries in a professional and timely manner via email, telephone etc.
- Supervise the process of admission applications for potential candidates.
- Update and maintain a database of local and international schools and colleges, government officials, embassies and consulates; career advisors etc., to be used in targeted student recruitment
- Maintain knowledge of SUAD's educational and student life offerings, e.g. academic program content, graduation requirements, facility information etc., in order to adequately respond to student enquiries
- Maintain own knowledge of the latest tools and techniques to implement best practice.
- Assist the Section Head in liaising with the Academic departments to gain further insight into the caliber of students they for their respective programs.
- Recognize recruitment targets, program admission prerequisites, scholarship opportunities etc., and ensure up-to-date information to support recruitment plans and activities
- Supervise the CRM with all the required setups, procedures, attend to applications, and perform follow-ups in timely manner
- Implement and follow department policies, processes, standard operating procedures and instructions and ensure direct reports comply so that work is carried out in a controlled and consistent manner.
- Prepare departmental reports for the outcome of the activities as required in a timely and accurate manner
- Perform other related duties or assignments as directed by the Line Manager including exams invigilation.

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

Minimum Qualifications:

Bachelor's degree in Business, Computer, Languages, Marketing or related field

Minimum Experience:

3 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

Languages: Excellent command of the English language with Arabic or French as an added advantage

Conditions

NA

Grade

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Package Details

- Monthly salary range (AED 24,200 – AED 31,483)
- Benefits: Annual ticket, health insurance, education fees

How to apply

Via Sorbonne Abu Dhabi website

Application to be sent by

29/07/2019