

## We're looking for:

Position Title	Officer - Student Recruitment
Department	Registrar
Job Code	HR-FT-14-2023

### Job Description

To coordinate 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 to attract and recruit the best candidates.

#### Key Accountabilities:

- Contact schools and colleges in the UAE and internationally to coordinate Student Recruiter visits and create an up-to-date calendar thereof
- Organize recruitment events that SUAD are participating in, including but not limited to: all administration; event set-up and take-down and materials etc., ensuring all events are prepared within timeframes and to quality standards
- Coordinate arrangements for SUAD campus open days, ensuring such arrangements are efficiently and effectively handled and that the University is appropriately represented to such 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
- Execute SUAD open days for potential students to visit the University campus and meet the academic faculties.
- Coordinate with students to participate and represent the University in student recruitment activities, such as open days etc., through the SUAD Ambassador Program.
- Collate all student recruitment event feedback in order to measure the success thereof and report the findings to the Section Head – Student Recruitment to enable future improvements
- Provide logistical support in cooperation with Procurement (i.e. hotel bookings, travel, transportation, etc.) and other related requirements associated with the necessary events in order to ensure the smooth functioning of recruitment events.
- 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.

## We're looking for:

- 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
- Respond to prospective student enquiries in a professional and timely manner via email, telephone etc., to ensure a positive initial experience with SUAD
- Provide application support for potential candidates by creating and managing the application files to be reviewed by the Academic committee.
- Update and maintain a database of local and international schools and colleges, government officials, career advisors etc., in order to ensure a lean retrieval process when selecting targets for 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 student recruitment tools and techniques to maintain best practice and enhance SUAD campaigns
- Liaise with the Communications and Public Affairs department for support on the development of student recruitment marketing and event materials
- Assist the Section Head – Student Recruitment in liaising with the Academic departments to gain further insight into the calibre of students they are seeking for their respective programs in order to focus recruitment activities
- Participate in collaborating with the Admissions section in order to understand recruitment targets, program admission prerequisites, scholarship opportunities etc., to ensure up-to-date information to support recruitment plans and activities
- Assist in building and maintaining relationships with local and international institutions and key individuals, such as schools/colleges; embassies and consulates; governmental offices; career advisors and student recruitment representatives, in order to raise awareness and facilitate students interest in studying at SUAD
- Invigilate examinations when required, to ensure that exams are carried out according to the rules set out by the exam board; allow each candidate to sit the exam in the same conditions; and control cheating
- 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 to meet SUAD and department requirements, policies and standards.
- Perform other related duties or assignments as directed by the Line Manager.

## We're looking for:

### 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
- Languages: English and Arabic are Mandatory, French as an added advantage for this role

### Conditions

NA

### Grade

6

### Package Details

NA

### How to apply

<https://www.sorbonne.ae/work-with-us/vacancies/>

### Application Closing Date

20<sup>th</sup> April 2023