

## **Enrollment Assistant**

The American University in Dubai invites qualified applicants to apply for the position of **Enrollment Assistant**.

The position objective is to ensure proper filing and labelling of applications and documents in the Office of Student Recruitment and Admissions; maintains ImageNow by scanning and attaching all files and updates.

### *Principle Responsibilities:*

- Filing and labelling of all new applications received on a daily basis.
- Printing online applications received on daily basis and handing over to middle office Reps for ID generation.
- Maintaining student files and documents in enrollment drawers including miscellaneous
- Scanning student files and updates.
- Attaching student files and updates on ImageNow.
- Updating Architecture portfolio on CampusVue.
- Scanning and attaching of student pictures on CampusVue.
- Booking placement tests for walk-ins.
- Processing Refund Request.
- Processing Document request.
- Processing Visa requests.
- Maintaining an updated record of all forms in Ptest.
- Assisting in Campus tours for walk in prospects.
- Attending phone calls and personal e-mails.

### *Competencies and Skills:*

- Comprehensive understanding of all AUD programs.
- Good communication and interpersonal skills.
- Strong administration skills.
- Effective time management skills.
- Ability to respond quickly to requests.

### *Essential Qualifications:*

- High School Diploma holder with experience in administrative tasks.
- Detail oriented, commitment to work, has excellent listening skill.
- Consultative approach with excellent listening skills, Team player.
- Proficient in handling student records.
- Computer proficiency.
- Fluency in English in writing and speaking.

### *Preferred Qualifications:*

- Previous sales/recruitment experience of an educational or IT environment.
- Bachelor's degree.

Applications will be accepted and evaluated until this position is filled.

This position is suitable for candidates already located in Dubai. Interested applicants must submit the following requirements via email to [recruitment@aud.edu](mailto:recruitment@aud.edu).

Please state the title of the position as the subject of the email.

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

***Angele El Khoury***

***Director of Human Resources***

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

*No telephone calls please.*

*While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.*