

Student Recruitment Coordinator

The American University in Dubai invites qualified applicants to apply for the position of **Student Recruitment Coordinator**.

The fundamental responsibility of this position is to support the Director of Student Recruitment through targeting and recruiting the most suitable student candidates for AUD.

Principal Responsibilities:

- Provide academic counselling, planning and advising to potential students and represent the university in various recruitment events.
- Performs recruitment and outreach: such as deliver group information sessions to new and prospective students, meet with school counselors to promote outreach activities, arrange visits for prospective students and parents.
- Focus on working with prospects and leads for undergraduate and graduate Programs at AUD
- Achieve application goals and objectives for new students on a university and program level
- Track progress towards enrollment goals and undertake activities that support the achievement of those goals when needed
- Build a continuous relationship between prospective students and the University
- Initiate and maintain communication with prospective students to the university
- Responding to all admissions inquiries quickly across all platforms and maintaining communication with those leads
- Conducting telephone-based personal interviews to qualify prospective students on their educational goals and interests, explaining available academic programs, advising them on admission requirements
- Conduct on-campus and online recruitment of students through admission interviews, campus visits & tours, open houses, information sessions, etc.
- Monitor and provide suggestions for improving and facilitating work flow for student recruitment operations

Competencies and Skills Used:

- Excellent verbal and written (**Arabic** and English) communication skills
- Ability to present AUD in a professional manner and communicate its mission to outside forums, including but not limited to high schools and recruiting public
- Self-motivated and deadline oriented, strong organizational skills and ability to prioritize
- Ability to work as part of a team and to work well under pressure with minimum supervision
- Comprehensive understanding of AUD programs
- Multitasking

Essential Qualifications:

- Bachelor's degree; in Business Management, Psychology, Education, Marketing, Public Relations, Sales, or related field.
- Proficiency in **Arabic** & English (reading, writing, and speaking)
- High energy
- Demonstrated success in relationship building
- Results-driven
- Ability to be proactive and creative
- Demonstrated ability to work in a proactively diverse and inclusive culture and navigate culturally sensitive interactions
- Ability to travel regionally and, occasionally, internationally
- Strong interest in and affinity for the Middle East region

Desired Additional Qualifications:

- Familiarity with the UAE / Gulf business environment
- Willing to travel as needed
- Demonstrated ability to interpret and effectively use statistical data
- Two years of direct involvement handling student recruitment

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

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to 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.