

## **Student Recruitment Coordinator**

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

The objective of this position is to support the Director of Student Recruitment, through targeting and recruiting the strongest and most suitable graduate candidates for AUD. This involves data assembly and analysis, effective relationship building and efficient guidance and counseling capabilities. The fundamental responsibility of this position is to help promote all AUD's program whether undergraduate or graduate and assist in increasing the number of applicants to those programs.

### **Principal Responsibilities:**

- Conduct prospective student interviews/schedule appointments
- Follow-up on student enquiries by email, chat, messenger, telephone, mail, Skype etc.
- Provide continuous improvement of the both undergraduate and graduate recruitment process
- Oversee and facilitate the recruitment process for each undergraduate and graduate applicant
- Remain current with trends in technology, including client server-based computing
- Offer counseling to prospective students and convert to applications
- Support and implement corporate relationship building initiatives and maintain standards
- Professionally assess applicants and "screen-out" unsuitable applicants per AUD EMBA, and master's Program standards and also for undergraduates' applicants when applicable.
- Represent the Graduate and Undergraduate programs at appropriate exhibitions, schools' fairs and other recruitment functions.
- Update the website as needed
- Travel as required
- Establish and continuously improve networking with industry partners
- Organize recruitment and admissions events
- Conduct continuous market research as requested
- Achieve application goals and objectives
- Work with and assist potential students throughout the application process to ensure timely completion and submission of applications, and advise them regarding the most appropriate study options
- Conduct on-campus and digital recruitment of undergraduate and graduate students through admission interviews, campus visits & tours, open houses, information sessions etc.
- Collect and analyze data as part of an ongoing assessment of recruitment program success and new developments in the marketplace
- Consistently use a knowledgeable, and personal approach to all prospective student interactions
- Ability to work as part of a team and to work well under pressure with minimum supervision
- Comprehensive understanding of EMBA and all AUD graduate programs

### **Competencies and Skills Used:**

- Excellent presentation skills
- Excellent communication and interpersonal skills
- Knowledge of the higher education environment
- Comprehensive understanding of the EMBA Program
- Sound experience and understanding of sales practices and marketing/promotional tools and techniques
- Strong personal skills as a user of technology
- Effective time management skills
- Accountability for bottom-line impact

### **Essential Qualifications:**

- Master's degree or equivalent

- Significant prior experience in admissions or a related function in an educational environment, preferably at the graduate level
- Customer focused, goal-oriented action
- Consultative approach with excellent listening skills
- Team player
- Strong professional references

**Desired Additional Qualifications:**

- Knowledge of Arabic

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

This position is suitable for those candidates already living in the UAE.

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.*