

Enrollment Coordinator

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

The position objective is to supervise enrollment tasks and ensure the accurate completion of data entry, documentation, and reporting within specified timeframes.

Principle Responsibilities:

- Entering student application data efficiently and accurately.
- Filing and maintaining student records (electronic and physical).
- Setting and planning placement tests for approval from DOA.
- Entering university administered test scores and verifying the accuracy of test score entry through report generation.
- Verifying accepted internationally recognized test scores, online documents and logging them on system.
- Processing refund requests and document requests for students.
- Processing incoming transcripts for evaluations; updating evaluation excel worksheet.
- Maintaining and updating official correspondence with students through email and written communications.
- Conducting Cleaning Phase after semester start: updating student status, reviewing files, scheduling emails/holds and delivering files to Registrar in a timely manner.
- Creating and maintaining accurate reports.
- Updating, compiling, and reporting of CHEDS enrollment data to IE, and other parties as required.
- Assisting with recruitment and follow up on students.
- Identifying class registration discrepancies, if any, during drop/add week (Math/Comp./English test scores vs. student class schedule).
- Setting up and updating document policies.
- Manning and Updating the Admissions Manual on a yearly basis.
- Participating in promoting the university at various events as part of the recruitment activities and when needed.
- Monitoring the Admissions page on AUD website and liaising with communication department for updates.
- Streamlining enrollment processes, evaluating and implementing new technologies to improve efficiency.

Competencies and Skills:

- Comprehensive understanding of all AUD programs
- Excellent communication and interpersonal skills
- Knowledge of the educational environment and how education is related to the job market
- 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:

- Bachelor's degree
- Detail oriented, commitment to work, maintains the integrity of student records
- Consultative approach with excellent listening skills, Team player
- Computer proficiency
- Fluency in English

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.

(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.