

Admissions Manager – EMBA Program

The American University in Dubai invites qualified applicants to apply for the position of Admissions Manager – EMBA Program

The fundamental responsibility of this position is to help the EMBA Program meet its enrollment objectives and to service all prospective EMBA students and applicants.

Principle Responsibilities:

- Conduct prospective student interviews/appointments
- Follow-up on student enquiries by email, telephone, mail, Skype etc.
- Provide continuous improvement of the admissions process
- Oversee and facilitate the admissions process for each applicant
- Remain current with trends in technology, including client server based computing
- Offer admissions counseling to prospective students
- Support and implement corporate initiatives and maintain standards
- Professionally assess applicants and “screen-out” unsuitable applicants per AUD EMBA Program standards
- Represent the EMBA Program at various speaking/networking events
- Represent the EMBA Program at various industry fairs
- Update the website information
- Travel for recruitment may be required
- Establish/improve continuous networking with industry partners
- Organize recruitment and admissions events
- Conduct continuous market research as requested
- Support EMBA students and attend to their queries or concerns.

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

Preferred Qualifications

- Knowledge of Arabic is a plus.

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

This position is suitable for those candidates already resident 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.