

Student Recruitment and Admissions Coordinator

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

The position objective is to support the Office of Student Recruitment and Admissions through identifying, targeting and enrolling highly qualified candidates for AUD. This role involves strategic outreach, data analysis, effective communication, and providing comprehensive guidance and counseling to prospective students and stakeholders. The primary responsibility of this position is to support AUD programs in achieving their enrollment goals while ensuring a seamless and engaging admissions experience for all prospective students.

Principle Responsibilities:

- Identify and implement strategies to enhance AUD's visibility and reputation.
- Ensure a seamless and personalized approach by proactively engaging and guiding prospective students from initial inquiry through enrollment across multiple channels (phone, WhatsApp, Email, in-person) in a timely and accurate manner.
- Manage, optimize, and update the CRM system, ensuring accurate data entry, lead tracking, and pipeline management for all prospective students.
- Maintain accurate student records in the SIS system, ensuring data integrity and compliance with admissions policies.
- Conduct engaging presentations and information sessions at high schools, fairs, and other student-focused events both locally and internationally.
- Coordinate and schedule school visits, on-campus activities, recruitment travel to target markets, and student engagement events in collaboration with schools and event organizers.
- Welcome and assist walk-in students and families, providing campus tours and admissions counseling as needed.
- Coordinate with the Office of Communication on campaigns promoting Student Recruitment and Admissions events.
- Assist in analyzing recruitment data, tracking performance metrics, and generating reports to assess the effectiveness of recruitment efforts.

Competencies and Skills:

- Strong verbal, written, and presentation skills.
- In-depth knowledge of the higher education landscape.
- Self-motivated, deadline-oriented, highly organized, with the ability to prioritize tasks effectively.
- Ability to work as part of a team and to work well under pressure with minimum supervision.
- Effective time management skills.

Essential Qualifications:

- Bachelor's degree or equivalent.
- Proficiency in CRM systems and other relevant technologies
- Proficient in Computer applications and data management
- Committed to maintaining the integrity of student records.
- Consultative approach with excellent listening skills
- Fluency in English (additional language proficiency is a plus).

Preferred Qualifications:

- Arabic speaker.

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

Preference will be given to candidates who are already located in the UAE.

Interested applicants must submit the following required documents 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

No telephone calls please.

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