

Director of Enrollment Services
American University in Dubai

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Posted Sep. 21, 2022, set to expire Mar. 25, 2023

Job Title	Director of Enrollment Services
Department	Administrative
Institution	American University in Dubai Dubai, , United Arab Emirates
Date Posted	Sep. 21, 2022
Application Deadline	Open until filled
Position Start Date	Fall 2022
Job Categories	Director/Manager
Academic Field(s)	Enrollment Management/Registrar
Job Website	https://www.aud.edu/university-overview/employment/
Apply By Email	recruitment@aud.edu
Job Description	

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

The fundamental responsibility of this position is to develop and implement strategies and procedures that aim at increasing quality student enrollment while meeting the university's overall mission and strategic plan.

Principle Responsibilities:

- Design and oversee the implementation of the student recruitment and admission strategy that aims at increasing overall new start while supporting student retention
- Evaluate and Assess Admission and Recruitment procedures and guidelines on a recurrent basis to ensure best quality and practices and meet the university's new start target

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- Liaise with the Office of Communications on all marketing campaigns and material that aims at supporting student recruitment and enrollment
- Liaise with all administrative departments on all matters related to student recruitment and enrollment to develop a coherent recruitment and enrollment strategy that aims at increasing new start while meeting the university's mission and vision and supporting student retention
- Liaise with Academic departments on all matters related to student recruitment and enrollment to develop a coherent recruitment and enrollment strategy that aims at increasing new start while meeting the university's mission and vision and supporting student retention
- Implement ongoing training sessions for all recruitment and admission team to ensure the best quality of customer service and accuracy of university-related information
- Develop and maintain partnerships with leading high schools in UAE and abroad
- Design and implement activities, and events that aim at increasing overall new start and support student retention
- Revise all admission requirements/policies periodically to maintain a high quality of new starts
- Ensure that all information related to the university, admission, and enrollment is accurately reflected in all university's publications and platforms
- Attend high school and other recruitment-related events
- Develop specific metrics that support the assessment of the quality of the recruitment and admission strategy implemented
- Prepare monthly recruitment and admission reports to be communicated with senior management

Competencies and Skills Used:

- Effective leadership skills
- Excellent interpersonal and communications skills
- Able to work independently and take initiative
- Attention to detail
- Strong team skills
- Organizational skills
- Able to prioritize responsibilities, duties, and projects
- Highly developed strategic thinking
- Ability to follow-through
- Strong presentational skills

Essential Qualifications:

- Bachelor's degree (a Master's degree is a plus)
- Skills in student management systems, word processing, and other related office tools

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- Familiar with the Middle East Market (knowledge of UAE is a plus)
- Minimum 5-7 years of experience in Student Admission or/& recruitment
- English Proficient (Arabic is a plus)
- Strong professional references

Preferred Qualifications

- More than 10 years of experience in admission and recruitment
- More than 5 years of experience in the UAE education market
- Able to travel across all regions

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

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

1. 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.

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Office of Human Resources
Administrative
American University in Dubai
American University in Dubai
Dubai
United Arab Emirates

Contact E-mail recruitment@aud.edu