

Admissions Counselor

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Company: British University College

Location: Sharjah

Category: healthcare-practitioners-and-technical

The Admissions officer is responsible for recruiting and enrolling qualified students into the courses offered by British University College (BUC). The primary focus is on building relationships with potential students, guiding them through the admission process, and effectively communicating the value of our educational programs. The Admission Counselor plays a crucial role in meeting enrollment targets and contributing to the overall growth and success of the institution.

Job Location : Ajman

Responsibilities:

Student Recruitment:

Actively engage with prospective students through various channels, including phone calls and emails.

Implement recruitment strategies to attract and enroll a diverse student population.

Attend college fairs, events, and other recruitment activities to promote the institution and its programs.

Admission Process:

Guide prospective students through the admission process, providing information on program details, admission requirements, and application procedures.

Assist students in completing application forms and ensure all necessary documents

are submitted in a timely manner.

Conduct interviews and assessments to evaluate applicants' suitability for the programs.

Relationship Building:

Establish and maintain positive relationships with high schools, community colleges, and other educational institutions to create a pipeline of potential students.

Collaborate with academic departments to stay informed about program offerings and updates.

Network with community organizations, businesses, and influencers to enhance outreach efforts.

Counseling and Advising:

Provide comprehensive counseling to prospective students on program choices, career paths, and financial aid options.

Address concerns and objections, ensuring potential obstacles to enrollment are effectively addressed.

Monitor and follow up with applicants to ensure a smooth transition through the enrollment process.

Data Management:

Maintain accurate and up-to-date records of all prospective students, including communication history and application status, using the institution's CRM system.

Generate reports on recruitment activities, conversion rates, and other relevant metrics.

Market Intelligence:

Stay informed about industry trends, competitor offerings, and changes in education policies to adapt recruitment strategies accordingly.

Provide feedback to the admissions team regarding market demands and student

preferences.

Qualifications:

Bachelor's degree in relevant field.

1-2 years of experience in student recruitment, admissions, B2B sales or a related role preferred.

Excellent communication and interpersonal skills.

Strong organizational and time-management abilities.

Knowledge of educational programs and admission processes.

Familiarity with CRM systems and data management tools.

Enthusiastic, self-motivated, and goal-oriented.

Attractive Incentives and other benefits will be provided

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