

Assistant Director Admissions and Recruitment - Stern at NYUAD - NYU Abu Dhabi

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Company: Talent Pal

Location: abu dhabi

Category: other-general

Position Summary: UAE Nationals are encouraged to apply. NYU Abu Dhabi (NYUAD) seeks to appoint an Assistant Director Admissions and Recruitment to join the new Stern at NYUAD team. NYU Stern School of Business and NYU Abu Dhabi (NYUAD) have partnered to offer the Stern at NYUAD Oneyear Fulltime MBA program. The launch of the program signifies a new era of advanced business education that will support the growth of knowledgebased economies in the region. It is a transformative educational opportunity for students and professionals from around the world that are looking to establish or further their careers in the MENA region. The Stern at NYUAD MBA program is an important focus in both Stern and NYUADs strategic direction attracting top talent from various industries across the GCC MENA and beyond. The inaugural cohort of Stern at NYUAD students will enroll in January 2025. The first cohort is 50 students. The 54credit MBA program is oneyear in duration and students will attend classes at NYUADs campus in Abu Dhabi and at NYU Stern in New York. Stern at NYUAD MBA graduates will join Sterns global network of 110000 Stern alumni and 500000 NYU alumni in 183 countries. The Assistant Director Admissions and Recruitment will assist the admissions team with the strategic management of securing a strong pipeline of suitable prospective candidates for the program. **Key**

Responsibilities: Student Recruitment: Identify and build relationships with prospective candidates to promote the program Provide high quality customer consultative sales service to all candidates positively influencing their views of the program and the School Build and manage strong relationships with key stakeholders e.g. students alumni faculty to contribute to engagement activities Develop and manage a Student Ambassador

Scheme Maximize enrollment results through analysis of candidate and external data and innovate as appropriate

Engagement Activity: Support the Associate Director Admissions & Recruitment in development of a strategy & planning of physical and virtual engagement activities Assist in the development of activity content relevant to the program and target audience Manage all engagement activity operations including support planning and facilitation Schedule coordinate internal and stakeholder staffing and work with business partners to market and communicate activities to appropriate audiences using multiple channels In collaboration with the Associate Director establish objectives and measures of success for each type of engagement activity tracking and reporting against established metrics

Admissions Review: Evaluate and assess students applications (academic and extracurricular records essays letters of recommendations test scores etc.) to determine if the applicant fits the desired professional and academic profile Along with the Admissions committee provide application decision recommendations

Advising: Advise and counsel prospects and applicants on admissions policies procedures and financial support options Lead with a customercentric approach to foster a positive end to end experience regardless of the candidates outcome

Qualifications: Required Education: Bachelors Degree Required Experience: 3 Years of relevant experience in the higher education staff and executive recruitment hospitality and/or event planning in the industry Excellent consultative sales and stakeholder engagement skills Excellent written & oral command of English Excellent communication & interpersonal skills with diverse audiences in terms of nationality and cultural context Ability to handle difficult conversations diplomatically and respectfully Great organization and time management skills

Preferred Experience: Personal or professional familiarity with graduate management education

Additional Information: The University is an equal opportunity employer committed to equity diversity and social inclusion. This job has been sourced from an external job board. More jobs on

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