

Assistant Director of Admissions Jobs In Sharjah | Texila Consortium

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The Assistant Director of Admissions' (ADA) specified areas of responsibility would be to assist in implementing the entire admission goals and strategies of the University. In addition to this, the ADA will assist in developing marketing campaigns that convey the mission of the institution to prospective students.

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Responsibilities

- Accurately and completely explain educational programs, expected outcomes, student services, and financial considerations to prospective students and parents.
- Recruit, enroll, and start new students using the current and new admissions methodology.
- Accurately forecast projected new students on a periodic basis
- Report weekly, monthly, and semester data to show team/individual performance and productivity.
- Manage inquiries to achieve prompt contact and performance activity weekly goals; utilize approved recruitment policies/formats; and redirect unqualified candidates based upon incompatible career goals.
- Maintain a high level of customer service through contacts with prospective and current students; act as student agent and adviser.
- Represent TAU at fairs, open houses, and other interested individuals and other recruitment events.

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Requirement

Prefer candidate with minimum of 3 years of recruitment or admissions experience in education industry.

Proven record of sales growth

Strong knowledge of business and sales growth techniques

Sharp negotiation and networking skills

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