

Position: Manager, International Admissions & Student Recruitment

Reports to: Dean of Student Life and Enrollment, Ad Interim

Position Main Responsibilities:

- Implementing strategies in order to achieve the student recruitment targets.
- Coordinating projects with partners based in different countries.
- Building up expert cultural knowledge, market intelligence and relationships with key influencers.
- Managing projects in cross cultural/ functional teams.
- Maximizing each potential relationship and cultivating new ones.
- Visiting schools, institutions, official representatives on a regular basis; Scheduling meetings, follow up.
- Keeping in contact with key people of the network, updating our info.
- Staying informed of “international conditions relevant for the recruitment process.
- Cultivating new recruitment options.
- Developing and implementing follow-up processes with prospective students.
- Overseeing the development of a communication sequence and printed material.
- Reviewing applications for admissions, conducting interviews.
- Aligning projects with the strategy of DEREЕ.
- Interviewing candidates, by phone or in person.
- Conducting reports on new initiatives, research and implementation.
- Identifying areas for improvement in the enrolment process of international student recruitment.
- Undertaking initial evaluation of documents for international admissions purposes.
- Assisting international students with the process of academic advising.
- Assisting international students in registration and the enrolment process.
- Coordinating participation in international fairs, press releases, ads.
- Conducting the admissions process for international and study abroad students.
- Issuing the acceptance letters, rejections.
- Conducting the admissions process for international and study abroad students.
- Providing the Professors of the Graduate School with interview candidates.
- Presenting the campus to foreign and international students, relatives.
- Establishing the international student recruitment network.
- Establishing alumni relations for recruitment purposes.

Qualifications:

- Experience in international student recruitment and enrollment management.
- Cultural and political understanding of the region and its dynamics.
- Profound experience in living and working internationally.
- Strong interpersonal/communication, presentation, negotiation skills.
- Convincing, outgoing and positive personality.
- Strong ability to assimilate information from multiple sources.
- Positive attitude to challenging deadlines and priorities.
- Knowledge of several foreign languages;
- Fluency in English.
- Master's degree from a recognized institution.
- Good knowledge of the American/European educational systems.
- Multi cultural project management skills and experience.
- Experience in working within other cultures.

Communication: Interested candidates should send their resume, cover letter to: vacancies@acg.edu. Please indicate "Manager, International Admissions & Student Recruitment " in the subject line. All information will be treated as confidential.