

VACANCY NOTICE 11/2017

RIT Kosovo (A.U.K)

Student Recruitment Coordinator

The RIT Kosovo (A.U.K) is looking to hire a Student Recruitment Coordinator. The incumbent reports directly to the Admissions Director and is primarily responsible for a wide-range of activities pertaining to recruitment and admission, as well as to provide other support needed to the Admissions Department of RIT Kosovo (A.U.K). The incumbent is responsible to develop and coordinates student recruitment programs to enhance student enrollment.

Duties and Responsibilities:

- Develops and coordinates student recruitment programs;
- Administers the university recruitment program which includes student recruitment and admission to the university and evaluates its effectiveness, recruitment of students, high school relations, and outreach activities;
- Establishes a system for tracking potential student enrollment and high school visitation schedules; identify, collects, and analyzes data to make decisions relative to recruitment goals; develops and implements marketing strategies and targeted recruitment populations;
- Coordinates marketing and other public relations efforts related to recruitment;
- Maintains good relations with high school in Kosovo and the region;
- Prepares collection analysis and follow-up surveys;
- Participates in college, education and career fairs, community events and corporate events;
- Schedules and provides campus tours;
- Trains and supervises assigned staff;
- Evaluates data to determine recruitment program effectiveness;
- Prepares reports, materials and presentations for program use and implementation;
- Directs new student orientation programs;
- Assist with planning and monitoring of budget for recruitment efforts;
- Performs related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of: admission and recruitment programs; marketing strategies in recruitment, needs of high school, college and community served; excellent communication and presentation skills, database management systems in recruitment; marketing and recruitment strategies; record-keeping, financial, statistical and report practices; techniques and procedures used in program evaluation; survey design. Ability to: organize and manage a college recruitment program; supervise the work of assigned staff; prepare interpret statistical data; prepare reports; prepare and administer budgets; communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties.

Education Experience:

Any combination of education, Training and Experience that provides the required Knowledge and Abilities. Preferable a college degree in education, marketing, sociology or related field and/or experience in student recruitment/retention programs in a supervisory capacity.

Licenses, Regulations, Certifications and Special Requirements:

May be required to work a flex schedule, extended hours and weekends; local/regional travel.

Minimum qualifications:

- a) Education: Bachelor degree or a relevant combination of academic and professional experience;
- b) Experience: Minimum of three years experience in a similar environment,
- c) Languages: Professional fluency in English, excellent Albanian

Other:

Strong inter-personal and communication skills and the ability to work effectively in a fast-moving, multi-cultural environment, are essential.

He/she will be expected to demonstrate adequate and clear judgement when taking a decision that relates to his/her tasks and responsibilities. He/she will also be expected to exercise discretion and diplomacy at all times whilst carrying out his/her tasks and duties as well as maintaining the strictest confidentiality with regards to the personal details of students.

Required Application Documents:

1. Cover Letter
2. Curriculum Vitae or Resume
3. Job Application Form to be downloaded from the RIT-K website at: <http://kosovo.rit.edu/home/employment-opportunities.html>
4. Copy of Diploma
5. Two professional reference letters

Please send requested materials electronically to the following email to Human Resources at: hr@auk.org. The deadline for applications is Tuesday, November 14, 2017.