

Job Description

Job Title:	Admissions & Recruitment Officer
Service	Admissions & Recruitment Department
Responsible to:	Director of Admissions and Recruitment
Job Purpose: The main duty of the post-holder is the timely and correct record keeping of the students' admissions records, both in the admissions system, the student folders and other records linking the Admissions department with the Student Journey services/departments of the University. In addition, the post-holder will be responsible to ensure all functions of the department are progressing towards their deadlines while providing support, administrative or otherwise, with main focus on the International Admissions office.	
Main Duties and Responsibilities:	
1. Responsible for the completion on time and correctly of the entry of all data of students in CRM, including education background, tuition fees/ scholarships, application and admissions data, personal data, visa data, and other. 2. Monitor and ensure the new students records in CRM are fully completed and correct, on time, ready for processing for student ID, that their offer letters are updated and finalized and unconditional and communicated on time with the Finance, that their admissions folders completed without missing admissions files, and saved on folders accessible by the Schools Administration and Course Leaders, on time. 3. Responsible to ensure that the student data link of the admissions system (CRM) is implemented with the Finance department systems and with the Schools Administration systems, in coordination with them and with the IT. Responsible to ensure that all data in CRM are completed on time for the link with the Financial Record of the Student as well as the School/Programme Student Record. 4. Responsible to liaise with Schools Administration and Student Support Departments, the Course Leaders, as well as the Finance Department, maintaining an effective communication with them, aiming at enhancing the files and data/information transfer from admissions to these departments for induction and start of each academic year/cohort. 5. Responsible to ensure the process under Admissions during the Induction & Registration process for each Intake (starting one month ahead) ensuring the Admissions information is communicated on time to other teams for an excellent start of the student's journey to our university. 6. Responsible for the issuance of conditional and unconditional offer letters, correctly, timely and efficiently, as per the Admissions Guidelines, Policies and Procedures. 7. Provide appropriately information to the recruiters for any matter that they need to be informed of for their successful communication with the prospective new students (programmes, fees, scholarships, transfers and RPLs, education background, etc). 8. Inform the Director of Admissions and Recruitment on new ways or methods of working, new fields and templates that will enhance the efficient and quick implementation of admissions processes.	

9. Support the Recruitment and Marketing Strategy by participating and engaging in recruitment activities such as Open Days, Education Fairs, and support the recruitment process and progress.
10. Provide solutions to applicant's admissions issues faced by the Recruitment team, ensuring the applicant is successfully enrolled. Provide guidance and support to Recruitment Officers during evaluation of transfer cases, advance entry, RPLs or other special issues (disability cases etc) and implement the procedure needed under admissions to ensure the student is promptly informed.
11. Lead and monitor the completion on time and correctly of the entry of all data of enrolled students in CRM, including education background, fees/ scholarships, application and admissions data.
12. Lead the RPL Policy and Procedure and be the RPL Coordinator, ensuring RPL process of the University is followed, and provide approvals of suggested RPLs by the Course Leaders to the RPL Administrator.
13. Responsible to follow-up on the implementation of the various admissions processes, such as results from English and other tests, permits issues, disability reports/answers, etc, in order to progress actively the pending conditions of applicants and enrolled students, towards Unconditional Offers.
14. Prepare the reports for the Open Days, Fairs and other activities, to be shared with the Director of the department and the Marketing Team.
15. Oversee the day-to-day management of multiple admissions email accounts, maintaining high standards of customer service and communication.
16. To undertake other duties and responsibilities, appropriate to the grade, as may be determined from time to time by the Director of Admissions and Recruitment.

Print name:	
Sign:	
Date:	