

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV579

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Student Enrollment Officer - Developpee	Academic Major:	Marketing- Mass Communication
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	• Represent Masdar Institute professionally and serve as an ambassador to external clients, committed to the values of Masdar Institute • Work closely with the Student Enrollment Manager and the Communications team to set and work towards achieving the projected annual student recruitment and student retention plan • Deliver presentations as appropriate at external events and participate in recruitment trips when necessary • Implement strategies for building relationships with potential and current students, including advising them about existing programs, future programs and upcoming events • Follow up with all communications that are sent to various government agencies from the department as well as follow up on communications and enquiries from prospective students • Assist, as needed with the development, writing and production of recruitment and student related print and web-based communications, include: letters, reports, presentations, web based information, surveys, student recruitment materials, and other print and online strategies in both Arabic and English • Meet with and respond to the questions and concerns of prospective students and parents • Establish contact with students identified in the Potential Student Database and follow up until their application is secured • Conduct continuous follow up on all outgoing communications • Periodically provide updates to the Student Enrollment Manager on all activities and feedbacks • And other requests as needed for student recruitment		
Minimum Qualifications:	Bachelor's Degree		
No. of Positions Required:	1		
Job Close Date:	Open until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

nabdulla@masdar.ac.ae

