

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

JOB VACANCY FORM®

Job Reference No.: JV795

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Student Enrollment Officer	Academic Major:	Marketing, Communication, Administration
Salary Range:	30,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• 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 • Follow up with students from data collected from recruitment visits and career fairs • Follow up with all communications sent to various government agencies as well as follow up on communications and enquiries from prospective students • Attend and reply to the information email in a timely manner • Meet with and respond to the questions and concerns of prospective students and parents • Data entry of all potential applicants collected from phone calls or emails • Collect data on alumni activities and events from local universities and the region • Maintain the SRM system • 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		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

hr@masdar.ac.ae