



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title

Enrollment Manager

Reporting to the Director of Student Affairs

Principle Duties and Responsibilities:

- Coordinate all admissions work, including answer inquiries; screen initial applications; receive and evaluate formal applications; scheduling interviews; conduct interviews; review applicants' psychological and medical health assessments; prepare written evaluations and participate as a full member on the board of admissions;
- Liaise with the Recruitment Manager in all aspects of recruitment;
- Assist in the design, implementation and evaluation of programs including Orientation Program

Skills:

- Excellent communicator, oral and written;
- Ability to publicly represent the organization;
- Has the ability to work within its culture.
- Organized;
- Works well under tight, time limits when necessary;
- Multi-tasking;
- PC literate with Intermediate-level Word and Excel, basic PowerPoint, Internet use capabilities.

Experience & Education:

- Minimum of Bachelor's degree in a social or behavioral science, human resources, management or other relevant field preferred or equivalent work experience.
- Strong interpersonal, communicative, and engaging skills and abilities. Experience in counseling or adult education a plus.
- Administrative and organizational knowledge, skills, and abilities.
- Established skills and abilities to coordinate, collaborate, and engage a diverse community and population.
- Three years experience in admissions/recruitment environment. Preference for persons with a background in interviews, assessment of candidates and adult education.
- International experience preferred.
- Knowledge of nonprofit organizations is a plus.