

JOB DESCRIPTION
STUDENT ENROLLMENT EVENTS COORDINATOR

JOB DETAILS			
Position Title:	Student Enrollment Events Coordinator	Grade	
Department/Division:	Student Enrollment Department		
Reports to:	Associate Manager – Student Enrollment		
Supervises:	None		
Last Updated on:	December 16, 2024		

Job Purpose

The Student Enrollment Department Events Coordinator will be responsible for planning, organizing, and executing events related to student recruitment and enrollment activities. This role requires exceptional organizational skills, attention to detail, and the ability to work collaboratively with various teams, including admissions, marketing, and academic departments. The Events Coordinator will oversee all aspects of event planning from conception to execution, ensuring a seamless experience for prospective students, families, and other stakeholders

Main Duties and Responsibilities:

- Support the planning, coordination, and implementation of student outreach programs and events, including but not limited to career fairs, student exhibitions, open houses, orientations, and other in-house events, to promote RIT Dubai’s programs and services and enhance student enrollment rates.
- Provide advisory support to event participants and prospective students, including scheduling campus tours, answering queries about academic programs, and advising on event logistics, application requirements, and enrollment processes.
- Contribute to the development of promotional materials for events and outreach programs to ensure maximum attendance and raise awareness of RIT Dubai’s offerings among prospective students and stakeholders.
- Liaise with various vendors, university counterparts, and internal departments to ensure the smooth execution of events. Maintain positive relationships with schools, colleges, partners, and agencies to support the delivery of events and enhance student enrollment efforts.
- Maintain and update the events and enrollment databases to ensure all relevant information, such as vendor details, event schedules, school information, and student data, is accurate and readily accessible.
- Represent RIT Dubai at external and internal events, including parent orientations, new student orientations, and institutional gatherings, to engage prospective students and stakeholders effectively.

- Manage all logistical aspects of events, including catering, transportation, setup, technology support, registration, and compliance with RIT policies and procedures.
- Track and evaluate the outcomes of events, gather feedback, and identify areas for improvement to enhance future initiatives. Monitor enrollment rates and provide regular updates on the effectiveness of outreach programs.
- Represent RIT Dubai at external and internal events, including parent orientations, new student orientations, and institutional gatherings, to engage prospective students and stakeholders effectively.
- Coordinate with event venues and leverage technology platforms for event registration, communication, and follow-up activities to streamline event and enrollment management processes.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.

Required Minimum Qualifications

- Bachelor's degree in Event Management, Communications, Marketing, Business Administration, or related field (or equivalent work experience) for a reputable university.
- Minimum of 1 years' experience.
- Valid UAE driving license.
- Strong communication skills, both written and verbal.

Application Procedure:

Please email your application to careersdubai@rit.edu and include the following in your application:

- Subject line must include the source, your name and position you are applying for; (Name – Student Enrollment Events Coordinator)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: www.dubai.rit.edu.