



FREDERICK UNIVERSITY

Frederick University is looking to hire an International Admissions Officer for its Admissions Office in Nicosia.

The International Admissions Officer is expected to act as a liaison between the University and international prospective students and will be responsible for prompt and efficient processing of international student inquiries, applications and admissions.

This position requires occasional travel and a fluctuating working schedule that may occasionally include both evening and weekend responsibilities.

Requirements

- Bachelor's degree, preferably in Counselling, Marketing, Sales, Communications, or any related field
- Strong interpersonal, administrative, communication, presentation, organisational, and computer skills
- Excellent customer service skills
- Strong work ethic, integrity, and a friendly and positive attitude
- Ability to engage across different cultures with respect
- Ability to work independently and under pressure
- Ability to work a flexible schedule, including evenings and weekends as required
- Availability to travel locally, nationally and internationally as required
- Fluent in English
- Good knowledge of Greek
- Good driving record and valid driver's license
- Good knowledge of MS Office

Desirable Qualifications

- Knowledge of other languages, i.e. Russian, Arabic, Indian.
- Previous experience in recruiting or working with international students.
- Previous experience in admissions setting and/or recruiting/sales.
- Understanding of University admissions criteria and procedures as well as the issues facing international students. Thorough knowledge of non-EU qualifications and immigration rules.
- Experience of using a database / CRM systems.
- Experience of working with international markets.

Responsibilities

- Dealing with day to day enquiries from international applicants via phone, email and face to face meetings, providing accurate and targeted information and advice about the University's courses and services.

- Managing the complete process for international prospective students, from lead enquiry to offer and acceptance of a position, including registering students in the University's system, ensuring application, admissions and enrolment requirements are fulfilled.
- Liaising with academic staff for admission matters.
- Delivering presentations and talks to audiences of prospective applicants and their parents, agents, or any other interested parties.
- Regular database updating, data analysis and reporting, utilising CRM to document all activity, and statistical records of prospective students and applicants.
- Building and managing multiple international recruitment agent relationships and acting as a liaison with them.
- Contributing to the preparation and dissemination of promotional material
- Providing visa-related advice and support to non EU prospective students
- Attending special events and other recruitment activities that may require travel
- Developing and demonstrating thorough understanding of the University's academic programs including curriculum, philosophy, structure, costs, financing opportunities.
- Contributing to the effective implementation of any admissions policies and processes
- Working on other related tasks as directed by the Management.

All applications will be treated with the utmost confidentiality.

Interested applicants should send their CV to adm.aa@frederick.ac.cy (Ms Andrie Andreou) no later than the 15th of April 2022.

Frederick University is a Certified Good Practices Employer.