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## **JOB DESCRIPTION**

<b>Job Title:</b>	Admission Officer
<b>Location:</b>	Global Studies University, The Africa Institute (AI), Sharjah, United Arab Emirates
<b>Expected Starting Date:</b>	For immediate hire
<b>Job Status:</b>	Full-time
<b>Role Purpose:</b>	Responsible for providing high-level professional administrative support

### **About The Africa Institute of the Global Studies University:**

The AI is a newly established, research-focused graduate studies institute and think tank. AI is established as a cultural and academic unique addition to the study of Africa and its diaspora, in addition to its unique emphasis on Afro-Arab historical relations and linkages. AI will contribute to advancing knowledge production about Africa and its people, their social, cultural and intellectual heritage and contributions to human civilization at large. This will be accomplished through research, teaching, and contribution to the development of related academic disciplines in the humanities and social sciences. The institute is working to develop degree programs at the Masters and Ph.D. levels, in relation to Africa and the emerging studies of the global African diaspora, in addition to a special diploma in African languages. For more information about AI check: [www.theafricainstitute.org](http://www.theafricainstitute.org)

### **Summary of Position:**

Ensures that the agreed enrolment targets are met by applying the admissions criteria to select qualified students from a diverse pool of applications. Evaluate and assess applicant files and work with the faculty-student admission committee, which will be headed by the Directors of Graduate Studies in both the Humanities and Social Sciences departments. The Admission Officer's primary duties will include analyzing student applications, processing their paperwork and tuition, if accepted, and examining, altering, or explaining admission processes.

### **Key Responsibilities:**

- Provide students with information about the admission process.
- Review student applications and degree certifications, publications, and CV
- Research, review, and analyze admissions criteria from national and international institutions.
- Process paperwork for accepted students.
- Update and maintain a database of students' information.
- Refer students to program directors/coordinators or the financial department for specific information.



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- Guide students through the application and acceptance process.
  - Recommend students who do not meet established prerequisites to Faculty Admissions
  - Reviewing Committees and providing sufficient evidence of credentials to warrant consideration for acceptance.
  - Inform prospective students and applicants of the application process, procedures, academic and program requirements, program suitability, and potential eligibility for admission.
  - Participate in all recruitment events, open houses, school fairs, information sessions, exhibitions, school visits, and off-campus events.
  - Meet with applicants to determine their academic interests and requests including asking questions about their previous educational background, academic strengths, and long-term goals.
  - Deal with applicants who are not qualified for admission and explain the application process and offer viable alternatives without discouraging the applicant from attending the institute.
  - Write responses to prospective students regarding their applications, which consist of offer letters to successful applicants and rejection letters to individuals who do not meet admissions requirements.
  - Gather and compile the information required to maintain manuals and procedure documents.
  - Follow up with students for any inquiries through direct meetings, live chat, phone calls, and emails.
  - Advise students about the programs offered, admission procedure, eligibility, and costs involved.
  - Assist applicants with the completion of electronic and hard copy application forms. Update, verify, process, and input new student and applicant information as required.
  - Assist in recruiting new students by overseeing promotional events and campus tours.
  - Examine the current admission process and recommend changes when necessary.
  - Serve as an effective liaison between departments, educational institutions, alumni, and external contacts.
  - Provide assistance with recruitment activities, student interviews, admission publications, and information sessions.
  - Provide assistance to the students to complete the enrolment forms.

## **Required Education:**

Bachelor's degree and preferably master's degree in a relevant field

## **Required Work Experience:**

- Requires a minimum of 3 years of relevant experience in student records preferably, within a higher education institution.
- Experience in academic affairs and student admission in a credited institution or university.



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## Key Competencies:

- Excellent communication skills in English are required. Proficiency in Arabic is an asset.
- Strong interpersonal skills and focus on customer service.
- Experience working with websites and online systems.
- Ability to handle a variety of tasks simultaneously, under deadline pressures.
- Planning and Coordination

If you are interested, kindly send an email with your CV and a Cover Letter to the following email: [careers@theafricainstitute.org](mailto:careers@theafricainstitute.org). Please mention the position you are applying for in the subject line.

**"Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing and transportation, children school fees allowances subject to coordination of benefits."**

**"The Africa Institute is committed to fair employment practices and encourages women and men of all national, ethnic and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply."**