

Frederick University is seeking to hire a Head of Admissions for its Admissions Office in Nicosia.

Position Title: Head of Admissions

Location: Frederick University, Nicosia

Position Type: Full-Time, Permanent

Application Deadline: 7 February 2025

Position Overview:

The Head of Admissions is expected to coach and manage a team of admission officers who are responsible for prompt and efficient processing of prospective student inquiries, applications and admissions. This position requires occasional travel and a fluctuating working schedule that may occasionally include both evening and weekend responsibilities.

Key Responsibilities:

- Leading and overseeing a team of admissions officers, ensuring an excellent level of quality and consistency
- Monitoring progress and reporting on results
- Monitoring and analysing market trends, challenges and opportunities
- Contributing to the development of the organisation's admissions strategy and outreach plans and managing their implementation
- Developing relationships with stakeholders such as agents and school representatives, locally and internationally
- Coordinating the production of outreach assets and material
- Coaching, mentoring and developing admissions officers, reviewing work and helping to improve skills
- Acting as a senior admissions consultant
- Liaising with academic and administrative staff for admission matters
- Delivering presentations and talks to audiences of prospective applicants and their parents, 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
- Organising and / or 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.
- Developing strong internal processes and procedures.
- Working on other related tasks as directed by the Management.

Qualifications:

- Bachelor's degree preferably in Counselling, Marketing, Sales, Communications, Management 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 effectively within a team and independently
- Ability to work a flexible schedule, including evenings and weekends as required
- Availability to travel locally as required
- Fluent in Greek and English
- Good driving record and valid driver's license
- Good knowledge of MS Office
- Excellent management and leadership skills
- Previous experience in recruiting or working with students.
- Previous experience in admissions setting and/or recruiting/sales.
- Understanding of University admissions criteria and procedures.
- Experience of using a database / CRM systems.
- Previous experience of managing an admissions team

How to Apply:

Interested candidates should submit the following documents to Ms Charalambia Moleski (c.moleski@frederick.ac.cy) by Friday, 7 February 2025:

- A cover letter outlining your qualifications and experience.
- A detailed CV.
- Contact information for two professional references.

Frederick University is a Certified Good Practices Employer and encourages applications from all qualified individuals. We thank all applicants for their interest, but only those selected for an interview will be contacted.