



Frederick University is seeking to hire a motivated and experienced professional to coordinate its international recruitment and admissions efforts.

Position Title: International Admissions Coordinator

Location: Frederick University, Nicosia

Position Type: Full-Time, Permanent

Application Deadline: 30 September 2024

Position Overview:

As we continue to expand our global presence, we are looking for an experienced and dynamic individual to join our team as a Senior International Admissions Officer. This pivotal role will involve developing and implementing strategic initiatives to attract and enroll a diverse and talented pool of international students. The successful candidate will coordinate the University's international admissions process, build strong partnerships, and promote Frederick University on a global scale.

Key Responsibilities:

- Support in the development and implementation of a comprehensive international recruitment strategy to increase the university's international student population.
- Coordinate the International Recruitment and Admissions team, providing guidance, support, and professional development.
- Establish and maintain relationships with schools, recruitment agencies, and other relevant organizations on a global scale.
- Represent Frederick University at international fairs, conferences, and other recruitment events.
- Oversee the admissions process, ensuring a smooth and efficient experience for prospective international students.
- Monitor and analyze recruitment and admissions data to assess the effectiveness of strategies and initiatives.
- Collaborate with academic departments and other university units to align recruitment efforts with institutional goals and priorities.
- Ensure compliance with relevant regulations and policies related to international admissions.

Qualifications:

- A bachelor's degree in a relevant field is required; a master's degree is preferred.
- Minimum of 6 years of experience in international student recruitment and admissions, preferably within a higher education institution.
- Proven track record of developing and implementing successful international recruitment strategies.
- Strong leadership and team management skills.
- Excellent interpersonal, communication, and presentation skills.
- Ability to work collaboratively with diverse stakeholders and build strong professional relationships.
- Strong analytical and problem-solving skills.

- Proficiency in English and Greek is required. Proficiency in other languages is considered an advantage.
- Willingness to travel internationally as required.

How to Apply:

Interested candidates should submit the following documents to Ms Loutsia Nardi (l.nardi@frederick.ac.cy) by Monday, 30 September 2024:

- 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.