

JOB DESCRIPTION

Job Title:	Admission and Recruitment Assistant
Reporting Relationship:	Admissions Officer
Location:	Global Studies University, Sharjah, United Arab Emirates
Job Status:	Full time
Application Deadline:	The position is open, until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. Visit our website to learn more, gsu.ac.ae.

About the Position

The Admissions & Recruitment Assistant supports student recruitment and admissions by actively contributing to the targeting, recruitment, and enrollment of qualified and suitable postgraduates' candidates for the Global Studies University. The role focuses on guiding prospective applicants throughout the admissions cycles, providing clear and timely information, closely following up on applications and documentation, and supporting a well-organized and student-centered admissions process.

The fundamental responsibility of this position is to support the Admissions Officer in ensuring that admissions processes run efficiently, applicants are well-informed and supported, and institutional enrolment objectives are met, while maintaining high standards of professionalism, responsiveness, and accuracy.

The Admissions & Recruitment Assistant reports directly to and works under the supervision of the Admissions Officer. The role supports the verification and processing of application documentation, maintains accurate applicant and student records, and serves as a key point of contact for prospective students throughout the admissions process. The Admissions & Recruitment Assistant participates in and supports admissions and recruitment activities and events organized by the unit, contributing to outreach efforts and supporting enrolment targets, while assisting in delivering a positive, responsive, and well-coordinated admissions experience.



Key Responsibilities

Admissions Support:

- Provide basic information to prospective students about the GSU admission requirements, deadlines, and procedures for applying
- Assist applicants with completing their applications forms
- Verify and input applicant information into the admissions system and update records as required on the system (SIS) Peoplesoft
- Conduct initial checks of submitted applications to ensure completeness of documents before forwarding them to the Admissions Officer
- Support the preparation and processing of paperwork for accepted students
- Follow up with the prospective applicants regarding missing documents or pending admission requirements
- Support timely and accurate communication with applicants by drafting and coordinating standard responses on application status and next steps, under the guidance of the Admissions Officer
- Initiate outbound calls to leads from messenger chat and marketing campaigns

Recruitment & Applicant Engagement:

- Provide general guidance to prospective students about available programs, eligibility criteria, and costs based on provided materials
- Participate in recruitment activities such as open houses, school fairs, exhibitions, campus tours, and information sessions
- Support the coordination and logistics of recruitment events, including preparation of materials, booth setup, and registration
- Assist in collecting and organizing leads from recruitment events and ensuring they are properly entered into the database
- Attend educational and career fairs (locally and internationally) under supervision
- Assist in scheduling meetings or interviews between applicants and admissions staff or faculty members

Administrative & Data Management:

- Maintain and update the student database and recruitment records
- Organize and compile documents for admissions manuals, procedure guides, and internal reference materials
- Assist in generating simple reports, lists, and summaries for admissions and recruitment activities
- Serve as a liaison for routine communication between applicants and internal departments
- Handle general inquiries through email, phone, live chat, and in-person interactions



General Support:

- Provide support to the Admissions Officers and Recruitment team in day-to-day tasks.
- Assist in reviewing the admissions workflow and report any issues or suggestions to the Admissions Officer
- Help in preparing promotional materials and distributing them during events.
- Support students during the enrolment process by guiding them through required forms and procedures.

Required Education and Experience

- Bachelor's degree in Business, Arts & Sciences, Mass Communication, or a related field
- Minimum of 2-3 years of relevant experience in student admissions and/or academic affairs, preferably within a higher education institution
- Experience working with institutional websites and student information systems, including PeopleSoft, preferred

Competencies and Skills

- Excellent oral and written communication skills in English and Arabic (Arabic proficiency preferred)
- Strong interpersonal skills with a focus on customer service
- Strong planning and coordination skills
- Ability to manage multiple tasks simultaneously and work effectively under deadline pressure
- Self-motivated and deadline-oriented, with strong organizational skills and the ability to prioritize tasks
- Effective time management skills

How to Apply

If you are interested, please submit your CV and Cover Letter via email to careers@gsu.ac.ae. Kindly include 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.

GSU 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. UAE residents are preferred.

