



Job Announcement

Position Title: Admissions Officer
Duty Station: Kabul
Reports To: Director of Admissions
No. of Position: 1 Position
Vacancy Number: AF-007-2019

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF Admissions Office is seeking a qualified candidate for a full-time position as Admissions Officer in Kabul.

Summary of the position:

The Admission Officer is an integral member of the Admission Team at the American University of Afghanistan (AUAF) and is responsible for assisting the Senior Admission Officers and Admission Director in successful implementation of a wide-range of administrative, marketing and outreach activities designed to meet the university's overall student recruitment goals.

Key outcomes include:

- Applicants and potential students receive knowledgeable guidance and assistance
- Applications are processed effectively and efficiently, meeting timelines and the university's enrollment goals.
- Application records are complete, accurate and establish a solid basis for all other student records.

Duties and Responsibilities:

- Handle email and telephone enquiries from perspective students, their families, teachers and other sources in a courteous, customer-oriented and professional manner.

- Receive visitors and potential students on campus and provide the necessary information about the university's Academic Programs.
- Follow-up with students for any enquiries through direct meetings, live chat, phone calls and emails.
- Advise students about the programs, admission procedure, eligibility requirements, scholarships and financial aid.
- Provide support to prepare admission related reports, presentations and to host student reception.
- Attend meetings and deliver presentations to potential business partners and donors about the university's admission procedures, scholarship and financial aid policies and opportunities.
- Assist the admission and recruitment team in developing innovative student recruitment strategies and enrolment plans to attract and enrol more students with particular emphasis on female and provincial recruitment.
- Organize, manage and participate in all recruitment events, open houses, school fairs, information sessions, educational expos, school visits& tours and off-campus events for the purpose of student recruitment.
- Assist with production of publicity and promotional materials and update websites and respond to enquiries on social media.
- Perform other job-related duties as assigned by the supervisor.

Essential Qualifications:

- Bachelor Degree in Business Administration or relevant field.
- Minimum of four years relevant work experience.
- English language proficiency in writing, reading and speaking.
- Ability to speak and understand the national languages
- Strong computer skills.
- Able to multi-task, excellent organizational skills, ability to work independently, good problem solving abilities, and possess strong interpersonal skills.
- Ability to work under pressure.
- Trustworthy and good understanding of handling sensitive materials and information.

Skills:

- Effective marketing and communication skills
- Customer services skills and experiences
- Problem solving and decision making
- Capacity Building
- ICT Skills

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include "Admissions Officer" in the subject line of your email.

Application Deadline:

All applications must be submitted on or before Apr 25, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.