

Director of Enrolment Services

Company:
UNIC Health

Location:
Cyprus / Nicosia

Discipline:

Employment Type:
Permanent Full-time

Posted:
2023-03-17

Contact Person:
If you wish to apply for this position, please specify that you saw it on AKADEUS.

Director of Enrolment Services

The **University of Nicosia (UNIC)** espouses the holistic concept of One Health, which emphasizes the relationship between the health of humans and animals within a healthy, sustainable environment. **UNIC Health** is dedicated to support the development of Medicine, Veterinary Medicine and Health Sciences of the **University of Nicosia**.

A career with us, is a unique opportunity to explore new possibilities, as we adhere to the highest professional standards, while promoting equality and respect.

We are now seeking a well-qualified and motivated professional to join our team for the full-time post of **Director of Enrolment Services**.

The successful candidate will be responsible for ensuring the continued growth of **UNIC Health** by contributing to the achievement of recruitment targets, enhancing awareness and image, developing relationships with key stakeholders and external partners, while contributing towards improving students experience.

Other responsibilities include:

- Lead, manage and mentor Admissions, Communications and Enrolment Services team members.
- Train, direct and evaluate the performance of staff and support employees to ensure a high-level of customer experience.
- Define and implement admissions and enrolment performance metrics to drive student-centred service and processes.
- Tailor service levels to specific aspects of **UNIC Health's** portfolio.
- Collaborate with senior management to formulate admissions policies and procedures; make

recommendations to improve overall administration.

- Drive and advance the use of technology-enabled solutions for admissions and enrolment services.

Required qualifications and skills:

- A Master's degree in Business or Marketing
- A minimum of 10 years' experience as a manager, with proven ability to lead and motivate teams and functions
- Experience in managing international teams
- Demonstrated ability to set a growth strategy and lead its implementation
- Proven hands on experience with:
 1. CRM tools
 2. Digital marketing campaign platforms [i.e.](#) Google, FB, etc
 3. PR /Communications
- An operational mindset with strong project management, time management, and organizational skills
- Excellent verbal and written communication of the English language, with interpersonal and customer service skills
- Energetic, enthusiastic, and motivated to meet or exceed ambitious growth targets
- Ability to develop productive relationships with a variety of stakeholders
- Ability to contribute independently and as part of a team
- Ability to prioritize multiple tasks and meet ambitious deadlines
- Desire to deliver consistent, accurate, high-quality work
- Decisive problem-solving and strong analytical skills
- Ability to think creatively and produce new and fresh ideas

The ideal candidate should be eligible to work in the European Union/ European Economic Area.

An attractive and competitive remuneration package will be offered to the successful candidate according to qualifications and experience.

Please send your CV and cover letter addressing your suitability for the post, in English, to hr@med.unic.ac.cy by **Tuesday, 18th April 2023**.

Please **indicate** that you are applying for the post of **Director of Enrolment Services** with reference number **A23DES23** in the subject line of your email

Only candidates who are shortlisted will be contacted.

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