RIT CROATIA has an opening for the position of

RECRUITMENT AND ENROLLMENT SPECIALIST (F/M) AT RIT CROATIA CAMPUS IN ZAGREB

This position reports to the Recruitment and Enrollment Manager and is responsible for providing admissions, financial aid, scholarships, and student services information about the RIT Croatia to prospective students. We are looking for an individual who is passionate about education, who understands the value of an international learning environment and is willing to act as a consultant to potential students and their parents through the process of choosing a college. Our perfect candidate is outgoing, eager to learn, goal oriented, and has a deep understanding of customer service.

Applicant Profile:
- BS/BA degree required, MS degree preferred
- Fluency in English and Croatian
- Previous experience in sales & customer service
- Strong communication, presentation and computer skills
- Ability to multitask and take ownership with excellent organizational skills
- Outstanding telephone, interviewing and customer services skills
- Self-discipline and capable working both independently and with a team
- Ability to be succeed in a fast paced goal oriented environment
- Willingness to travel and work flexible hours
- Outstanding interpersonal skills and ability to connect with a diverse population
- Valid Croatian driver's license and willingness to drive
- Interest in computing and information technologies is an asset

Essential Duties and Responsibilities:
- Responsible along with the other recruitment and enrollment staff for securing the incoming freshmen class and meeting enrollment quota
- Recruitment and enrollment activities (i.e. school visits, fairs, meetings)
- Provide telephone, e-mail or written letter contact to potential students relative to enrollment
- Process new enrollment applications and key enrollment information into the RIT Croatia database and RIT Croatia reports
- Follow-up calls to prospective students
- Conduct interviews with prospective students
- Provide information regarding programs offered by the RIT Croatia, classroom environment, financial aid and scholarships to prospective students
- The Recruitment and Enrollment Specialist listens, recognizes and considers the needs of our prospective students in order to provide them with the educational solutions for their career needs

Contract Details
Full time position with a 6 month probationary period

Application deadline: October 2, 2017

The applications (resume and cover letter in English) should be submitted in electronic format (PDF) directly through www.moj-posao.net.

The Rochester Institute of Technology is an equal opportunity/affirmative action employer. All individuals with the ability to contribute in meaningful ways to the university’s continuing commitment to cultural diversity, pluralism, and individual differences are encouraged to make application.