UNIVERSITÉ FRANÇAISE D'ÉGYPTE

UFE IS RECRUITING ITS

ENROLLMENT OFFICER

UNIVERSITÉ FRANÇAISE D'ÉGYPTE

Founded in 2002, Université Française d'Egypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2025-2026, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

Enrollment officers will be responsible for managing the admissions process for educational institutions, from handling applications and records to engaging with prospective students and driving enrollment targets. These roles require strong communication and sales skills to guide students through the application process, conduct interviews, and work to meet the institution's enrollment goals.

Key Responsibilities

- Manage the application and enrollment process, this includes handling applications, ensuring accurate records, and guiding students through each step from inquiry to enrollment.
- Provide detailed information about the university's programs, admission requirements, application procedures, and campus life to prospective students and their parents/guardians.

- Respond promptly to inquiries via phone, email, and in-person visits, addressing concerns and providing accurate information to assist students in making informed decisions.
- Organize and conduct regular information sessions and campus tours for prospective students to showcase the university's facilities, resources, and academic programs.
- Review and evaluate application materials to determine students' eligibility for admission based on established admission criteria.
- Collaborate with academic departments to facilitate the evaluation and processing of transfer credits for admitted students.
- Collaborate with the marketing and recruitment team to develop and implement effective strategies to attract and enroll a diverse and qualified student population.
- • Assist in the planning and execution of recruitment events, such as college fairs, information sessions, and outreach programs, to promote the university and increase enrollment.
- Generate reports and maintain accurate records related to student recruitment, admissions, and enrollment statistics.
- Support the enrollment management team in various administrative tasks and special projects as needed.
- Meet enrollment targets by working towards achieving specific student enrollment goals for the university.

Education and Experience

- Bachelor's degree in a relevant field (e.g., higher education administration, business administration, marketing, or related discipline).
- 2-3 years of experience in the University field.
- Fluency in both French and English (written and spoken) is required.

Profile Sought

- Strong communication and interpersonal skills are essential for interacting with prospective students and their families.
- Sales and target-driven mindset, especially those in preschools, require a sales-oriented approach to drive enrollment.
- Organizational skills and meticulous attention to detail for managing applications and records.
- Previous experience in admissions, student services, or a sales role is often preferred.

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The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- The Cover letter and the CV should be submitted in English or French.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Eslam Murrad, HR Deputy Manager

(**hr@ufe.edu.eg**)

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply: November 5,2025