

Recruitment and Admissions Coordinator of International programs
Temporary position (substitute for maternity leave)

Job Description:

- **Coordinate the admissions and recruitment cycle** for three undergraduate programs at the Raphael Recanati International School.
- **Serve as the primary point of contact** for prospective students and their parents, providing detailed guidance and assistance throughout the registration and admissions process.
- **Collaborate closely with Academic Heads of Programs** and the wider admissions team to ensure accurate candidate evaluation and seamless applicant experience.
- **Involvement in marketing activities**, including open days, group visits, individual campus tours, and other recruitment events.
- **Perform detailed administrative work**, including the maintenance of several databases in both Hebrew and English.

Job Requirements:

- **Undergraduate degree - Must**
- **Native level proficiency in English and Hebrew - Must**
- **Exceptional interpersonal and communication skills with a service-oriented approach**
- Ability to **multitask, prioritize, and work under pressure** to meet recruitment deadlines
- **Strong team player** capable of working effectively within the entire school team
- High level of **attention to detail** and problem-solving abilities
- **Proficiency in Microsoft Office** (Outlook, Word, Excel)
- **Availability for full-time work and flexible hours**, including overtime, occasional evenings, and Friday mornings as required by the recruitment season and events.
- Proficiency in a third language – especially French or Spanish – Advantage
- Prior experience working in higher education – Advantage

CVs should be sent to cv@runi.ac.il