

Job Title: Manager – Admissions and Outreach

 **Location:** ICE Pakistan, Islamabad Campus

 **Institution:** ICE Pakistan

 **Job Type:** Full-Time

About ICE Pakistan:

ICE (International Center of Excellence) Pakistan is a leading educational institution committed to academic excellence and innovation. We are seeking an experienced and dynamic **Manager – Admissions and Outreach** to lead student recruitment, admissions processes, and external engagement efforts.

Key Responsibilities:

- Develop and implement **admissions strategies** to attract and enroll top-quality students.
- Lead the **outreach and engagement initiatives**, including school visits, career fairs, and promotional events.
- Manage the **end-to-end admissions process**, from inquiries to enrollment, ensuring a seamless student experience.
- Build and maintain strong relationships with **schools, colleges, and community organizations**.
- Collaborate with the **marketing team** to design and execute digital campaigns.
- Monitor admissions data, analyze trends, and generate reports for informed decision-making.
- Oversee the development of **admissions policies, procedures, and compliance standards**.
- Ensure an excellent **customer service experience** for prospective students and parents.

Qualifications & Experience:

- **Master’s or MPhil** in Marketing, Business Administration, Education Management, or a related field.
- **5+ years** of experience in **admissions, student recruitment, or outreach roles**, preferably in a university or higher education institution.
- Strong leadership, communication, and relationship-building skills.
- Experience in event planning, public relations, and external partnerships.
- Proficiency in **CRM systems, data analysis, and digital marketing tools** is a plus.
- Work in a **collaborative and growth-oriented environment**.

How to Apply:

Send your **CV and cover letter** to aemen.rashid@ice.edu.pk or careers@ice.edu.pk with the subject line "**Application – Manager Admissions and Outreach**"