



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

INTERNATIONAL ADMISSION SENIOR OFFICER

The International Admission Senior Officer is responsible for supporting the University's international student recruitment and enrollment objectives by managing admissions processes, coordinating international recruitment activities, and providing guidance and support to prospective and admitted international students. This role contributes to the promotion of the University in target countries and ensures a smooth and compliant admissions experience for international applicants.

Responsibilities:

- Implement and support international student recruitment and enrollment strategies in target countries and regions;
- Coordinating and participating in the University's local, national, and international higher education events, recruitment fairs, and conferences to enhance the reputation and the brand image of the University;
- Initiating collaborative partnerships and building successful relationships with potential partner institutions as well as managing recruitment activities with these institutions, partners, and sponsors;
- Maintain regular communication with prospective international students through email, online platforms, and recruitment events, providing accurate and timely admissions information;
- Cooperating and maintaining communication with international educational agencies;
- Creating and updating international promotional materials to support the University's international promotion and recruitment;
- Review international applications and supporting documents in accordance with University policies and admissions criteria;
- Maintain knowledge of diploma recognition and equivalency procedures in Albania and provide guidance to applicants accordingly;
- Good knowledge of visa procedures and resident permits for international students;
- Support the development and updating of international admissions and promotional materials in coordination with the marketing team;
- Work closely with other UNYT Offices to ensure admissions information is aligned with PR&Marketing strategy, website content, and social media activities
- Maintain up-to-date knowledge of education systems in Albania and in the University's target recruitment countries;
- Knowledge of education systems in Albania and the target countries.

Key Qualifications:

- Previous experience in a similar or related field (2 – 10 years).
- Experience in Higher Education on preparing and managing marketing and recruitment plans and overseas visits preferable;

- BSc degree in Marketing, Public Relations, Business Administration, or related field. Master's degree is preferable;
- An understanding of current international issues in higher education as it impacts marketing, recruitment, admissions, teaching, learning, and the student experience;
- Fluency in the English language;
- Proficiency in Turkish language is high advantage.

Deadline for Applications: 18 January 2026

For more information, we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Application:

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos/> or hr@unyt.edu.al the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL** candidates will have feedback from the Human Resources office.