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JOB ADVERT

University of Kigali is Seeking the Head of International Students' Office

Reports To: Dean of Students

Position Overview: University of Kigali is looking for a dynamic and experienced individual to fill the role of Head of international students' office. This position plays a crucial role in shaping and promoting the university's image, managing relationships within international students.

The Head of International students' office is responsible for admission and support activities for international students coming to University of Kigali. The Head of International students' office oversees the development of strategies to achieve established enrollment goals which include development of correspondence, publications, and application forms for international students, evaluation of foreign transcripts in accordance with the Higher education council and the university: Association of International Educators' guidelines, and decisions regarding the admission and transfer credit equivalency. The Head of International students' office serves as the liaison between international students and the university, assists students regarding compliance with the policies and procedures, and plans and coordinates special events designed to enhance intercultural awareness within the University and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the achievement of university established goals and objectives for enrollment of international students by developing and administering a comprehensive student program which includes the development of a calendar of activities and events, development of publications and correspondence, acquisition of student names from referral agencies, and communication with overseas agencies and organizations which supply information to prospective students.
2. Ensures that international student applications and admissions are processed promptly and properly by developing international student application forms, developing procedures for the processing of international student applications, and determining the eligibility of international students for enrollment through the evaluation of foreign transcripts and test scores in accordance with the guidelines of the University and HEC, including evaluating transfer credit

for course work completed at foreign colleges/universities, assessing English language proficiency, and evaluating financial support documentation provided by international applicants in response to established guidelines.

3. Assists international students, faculty, and staff regarding compliance with the University policies and procedures by serving as a liaison between the students and the management

4. Promotes intercultural awareness within the University and the local community by assisting with planning (Event Management and conducting meetings) and coordination of special cultural events and activities involving international students.

5. Facilitates the academic and personal success of international students by assisting them in effectively utilizing the resources of the University and providing leadership for the content and administration of the international student orientation.

6. Facilitates the matriculation of groups of international students from branch campuses and center of modern language.

7. Oversees the provision of assistance to departments, faculty, staff, scholars, and students on a broad spectrum of immigration, visa, and employment issues, including providing assistance to scholars and their dependents in obtaining and maintaining appropriate non-immigrant status and work authorization.

8. Utilizes internal legal counsel for immigration matters when appropriate.

9. Supports University of Kigali by representing the Division on committees which address international enrollments and globalization initiatives and assisting in the development of enrollment goals for international students.

10. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

11. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required.

12. Contributes to the overall success of International Programs by advising and assisting the Academic Registrar in matters regarding international students and performing all other essential duties and responsibilities as assigned.

13. Ensure all international students have valid medical insurances.

Qualifications and professional experience

1. Master's Degree: Preferred in International Business, Business Administration Public, Masters of art in public policy and management Relations or a related field.
2. Minimum of 3 years of experience in working with university international students of any other reputable organization
3. Experience in alumni relations and building relationships with international
4. Significant experience in a leadership role, managing teams and immigration services.
5. Ability to create compelling messages and communicate effectively with diverse audiences.
6. Familiarity with social media platforms, web analytics, and content management systems.

Application Requirements:

Your application should include relevant documents and details showcasing your qualifications and experience:

- ✓ A cover letter summarizing relevant experience in the position;
- ✓ A comprehensive CV;
- ✓ Certified copies of Academic Certificates;
- ✓ Names, e-mail addresses and telephone details of three referees whom we have permission to contact;

All applications should be addressed to the Vice Chancellor and submitted to recruitment@uok.ac.rw not later than 19th September, 2025. Hard copies will not be considered.

No application will be considered after the closing date. Only qualified candidates will be contacted.

Done at Kigali, September 12th 2025

