**INHA UNIVERSITY IN TASHKENT**
**VACANCY ANNOUNCEMENT**

**Position Title:**
**Manager of Admissions and PR Department**

**Location:**
Inha University in Tashkent
Tashkent, Uzbekistan

**Employment Type:**
Full-time

**Application Deadline:**
Open until filled

**Position Overview**

Inha University in Tashkent invites applications for the position of **Manager of the Admissions and PR Department**. This leadership role focuses on developing and implementing effective student recruitment strategies, overseeing the full admissions cycle, and managing communication efforts that support enrollment growth.

**Key Responsibilities**

* Lead the Admissions and PR Department, ensuring effective planning and execution of recruitment strategies.
* Oversee the end-to-end admissions process with a focus on efficiency, transparency, and service quality.
* Develop outreach initiatives and partnerships to expand domestic and international applicant pools.
* Organize events such as open days, school visits, and education fairs to promote the university.
* Coordinate communication campaigns that support recruitment and public engagement goals.
* Use data and performance metrics to monitor and improve admissions effectiveness.

**Required Qualifications**

* Bachelor’s degree in Education, Business Administration, Marketing, Communications, or a related field (Master’s degree preferred).
* At least 2 years of experience in student admissions, recruitment, or a related field
* Strong command of English and Uzbek (preferably IELTS 7).
* Proven skills in team leadership, communication, and strategic planning.

**Preferred Qualifications**

* Experience in international or private higher education institutions.
* Familiarity with CRM systems, digital outreach tools, and data-driven recruitment practices.

**Application Instructions**

To apply, please submit the following documents to h**r@inha.uz**:

* Updated CV/Resume
* Cover Letter outlining relevant experience
* Contact information for two professional references

Inha University in Tashkent is an equal opportunity employer and encourages qualified individuals from diverse backgrounds to apply.