



RECRUITING: FULL-TIME POSITION MARKETING MANAGER FOR AN INTERNATIONAL PROGRAM

TAU Law is looking for an outgoing individual who speaks native English and Hebrew (other languages are a plus), is experienced in marketing/social media, and wants a foot in the university's door. Our International Program recruits and accepts applicants who have completed their law degrees abroad and wish to study for an advanced law degree at Israel's top-ranked law faculty. The position is an immediate full-time position.

What is the Role?

The role consists of all MARCOM aspects and academic-administrative responsibilities. The responsibility lies over all aspects of student life, from the recruitment process to current day-to-day life. You will manage an active pipeline of prospective students, addressing their applications, scholarships, ongoing communication, marketing, and social media.

This position also takes care of the current students by preparing and joining their field trips and extracurricular programs. You will be in contact with key partners and university colleagues, Alumni, and donors.

What Will You Do?

- Organize online marketing campaigns and recruiting events; occasionally participate in fairs and trips, including online Webinars.
- Manage different content on several web pages and operate social media.
- Utilize a database of prospective student leads, manage all interested students on a CRM platform, and oversee the enrollment process.
- Discuss and professionally inform program detail to highly educated prospective students (all with a Law degree).
- Contact and oversee outside Vendors and Agencies.
- Maintain and strengthen the relationship with the Program Alumni.
- Work independently but continually inform the program academic director and the faculty.
- Assisting the program manager and faculty management and performing additional tasks as assigned.

Education & Other Skills/Requirements:

- Bachelor's degree preferred.
- Exceptional conversation skills.
- Facebook, Instagram, and LinkedIn. Youtube and social media savvy.
- MS Office skills (Excel, Outlook, Word).
- Languages: Hebrew + English (Native) - (other languages a plus).
- Previous experience in Marketing.
- People Person.
- Outside the box thinker.
- An ability to learn the regulations of a public organization.

לשם הגשת מועמדות יש לשלוח לפנות כדלקמן:

נושא האימייל צריך להיות: **PARASOL LLM Job Application**

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יש לצרף קורות חיים.