

JOB DESCRIPTION

Job Title	Admissions Associate, EMBA Dubai		
Reports to	Senior Admissions Manager, EMBA Dubai		
Department	Degree Education		
Job Family	Relationship	Level	2

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customized executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Degree Education and Career Centre contribute to the school vision by:

- Attracting and selecting talent from around the World
- Creating an environment in which students can learn
- Maximizing student and alumni career opportunities through developing their career skills and engaging with employers.

We aim to create an exceptional learning environment for a global, cross-generational community of intellectually curious, critical thinkers.

Degree Education and Career Centre (DE&CC) are responsible for designing, promoting, recruiting for and delivering London Business School's portfolio of degree programs. Programs include the MBA, a suite of Executive MBA programs (London-based, Dubai-based, EMBA-Global with Columbia Business School and EMBA-Global Asia with Columbia and the University of Hong Kong Business School), the Sloan Masters in Leadership and Strategy, the Masters in Finance (fulltime and modular), the Masters in Management (MiM) and the Global MiM, the Masters in Financial Analysis (MFA) and the Masters in Analytics and Management (MAM). The degree portfolio represents over 60% of the school's revenues. Several programmes are ranked in the top 10 by the Financial Times.

Job Purpose

The Admissions Associate supports the end-of-end admissions process for the EMBA Dubai programme, ensuring an exceptional candidate experience, rigorous admissions standards, and efficient operational delivery across all stages of the admissions cycle.

Key Areas of Accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Processing & Application Management

- Manage the end-to-end processing of applications across assigned programmes
- Ensure accuracy, completeness, and compliance of application data in CRM systems
- Track application status, deadlines, and documentation requirements
- Coordinate application flow through stages: submission, review, interview, decision

Candidate Communication & Experience

- Serve as a primary point of contact for applicants throughout the admissions journey
- Respond to candidate queries with clarity, professionalism, and timeliness
- Provide guidance on application requirements, timelines, and next steps
- Ensure a premium, service-oriented candidate experience aligned with LBS brand standards

Admissions Committee Support

- Prepare application files for review by admissions committee
- Summarise candidate profiles and ensure completeness of supporting materials
- Support scheduling and coordination of interviews with faculty and alumni interviewers
- Record and maintain evaluation outcomes accurately in systems

Interview Coordination & Stakeholder Management

- Coordinate interview logistics across global candidates and interviewers
- Liaise with faculty, alumni, and internal stakeholders for availability and scheduling
- Ensure timely completion of interview feedback and assessment forms

Data, Reporting & Systems Management

- Maintain accurate admissions data across CRM and reporting tools
- Generate reports on application volumes, conversion rates, and pipeline status
- Support data integrity checks and continuous process improvement initiatives

Process, Projects & Team Support

- Provide administrative and operational support in line with defined policies and procedures
- Support preparation of standard communications and admissions materials
- Coordinate calendars, meetings, and logistics to support efficient team operations
- Assist with small projects, research, and benchmarking activities as required
- Liaise with Finance team on application-related payments and invoicing processes
- Support process improvement initiatives and change implementation within the team
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Key Performance Indicators (KPIs)

Delivery and Support

- High-quality service delivered to all prospective students and stakeholders

- Timely response and resolution of candidate and stakeholder queries
- Accuracy and integrity of data across CRM and business systems
- Effective management of application pipeline and adherence to deadlines
- Smooth coordination of interviews and admissions committee processes
- Contribution to overall team targets and intake goals
- Positive feedback from internal and external stakeholders

Knowledge, Qualifications and Skills Required

- Undergraduate degree or equivalent qualification
- Experience in a customer-facing or administrative role (preferably in education or professional services)
- Strong written and verbal communication skills
- Excellent attention to detail and data accuracy
- Strong organisational and time management skills
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office and CRM systems
- Collaborative and proactive team player
- Ability to interpret and apply processes and guidelines effectively

Staff	N/A
Budgets	N/A
Date Updated	27th April 2026