

Post: Admission Counselors

Qualifications & Skills required

- Bachelor's degree in Business Administration, PR, or relevant field
- Experience in college admissions may be preferred.
- Familiarity with college and university programs, majors, admissions requirements and processes, and scholarship and financial aid resources.
- Excellent active listening, verbal and written communication, and interpersonal skills.
- Strong planning and people reading skills.
- Ability to multitask and stay organized.
- Willingness to guide others and provide ongoing support as they make important decisions.

Job Description

1. Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
2. Review the student admission application for the eligibility and academic qualification.
3. Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities.
4. More responsibilities maybe added, as and when required.