

Job Title : Admission Counselor

Employment type : Full-time

Reporting Relations (to) : Director (Development & Operations)

About Institute : Rishihood University is an upcoming university in Sonapat - Delhi NCR, founded by a group of philanthropists for providing high quality education. The university is laid down on three pillars - the research, consultancy and research-rich learning. Rishihood has Schools of Creativity, Education, Healthcare, and Entrepreneurship.

Website : <http://rishihood.edu.in>

Position Scope: (Summary) : Recruits students by developing alumni networks; evaluating student recruiting techniques and materials; interviewing prospective students; initiating campaigns to induce students to attend the university.

- Job Duties (Key Responsibilities and Accountabilities)** :
- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
 - Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.
 - Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
 - Review the student applications for the eligibility and academic qualification.
 - Participate in the decision-making process for student admissions based on university policies and guidelines.
 - Prepare and present applicant reports to the university management.
 - Participate in educational events, college fairs, information sessions and recruitment activities as a representative of the university.
 - Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities and resolving problems.
 - Collaborate with the program coordinators to organize presentations, information sessions, and recruitment related activities.
 - Coordinate with other high schools for admission activities including student registration, testing and recruitment.
 - Perform college administrative and clerical activities when needed.
 - Build broad knowledge on higher education admission activities and guidelines.
-

Requirements (Knowledge and Experience) : **Essential**

- Master's degree or Post Graduate from a recognized University/Institute with over 3-5 Years of experience

Special conditions : A small amount of out-of-hours working may be needed for special events.
This will generally be compensated by time off in lieu.

Salary Grade / Remuneration : The total financial compensation would be commensurate with the job assignment. Fixation shall depend upon Qualification and Experience of the Candidate

Location : Sonipat, Haryana – Delhi (NCR)

To Apply : Email a copy of your resume, and a cover letter describing your motivation and objective to join Rishihood University to careers@rishihood.edu.in

Please mention Job Position in Email's Subject line
