

**Position** - Admission Counsellor

**Reports to** - Admission - Head

**Location** - BML Campus, Sidhrawali,

### **The Role**

- To understand career requirements of the students and counsel them and parents (if required) to offer subject matter expertise for specific courses of the university.
- Conduct detailed profile assessment of the students, recruit unconditionally, and guide them to the suitable course.
- Cold Call on database to generate leads
- Counsel students and generate leads related to the courses offered by the university
- Conversion of leads to applications and coordinate for Interviews.
- Respond to inquiries from students and parents related to programs offered by university
- Meets with prospective students and arranging campus tour.
- Assist students in admission application
- Telephonic follow-ups, and closure of prospects.
- Work independently with minimal supervision.

### **Role Requirements**

- Minimum of 2-4 years of professional experience education counselling.
- Strong networking and counselling skills
- Ability to remember course information, scholarships, accommodation and other relevant information required to execute this role swiftly.
- Ability to establish and maintain positive working relationships with students, colleagues and team representing diverse ethnic and cultural background