

Job Description

Job Title : Trainee / Jr. Executive/ Executive (Admissions) **Job Location** : Patiala
Position Reports : Chief Marketing & Admissions Officer

Main Purpose

Analyse the applications of prospective students based on standard admission policies. Interview students to understand their objectives and background. Provide clarifications to student's queries in a professional manner.

Qualification	MBA
Experience	0-4

Specific Accountability & Job Responsibility

- This role needs to have a strong network with schools and colleges and needs to have good knowledge about the Higher Education sector.
- Participate in Educational Events, college fairs, information sessions, and admission activities as a representative of the university.
- Maintain regular communication with students, parents, colleagues, and external agencies for coordinating admission activities.
- Maintain the target metrics by converting prospective students into confirmed admission and succeeding in achieving the performance goals.
- Review the student applications for eligibility and academic qualification.
- Participate in the decision-making process for student admissions based on university policies & guidelines.
- Ability to prepare and present applicant reports to the college management.
- Excellent communication skills are an absolute necessity in the admissions profession both in written and verbal form.
- They should have a keen understanding of application procedures, and they should be able to assist students in obtaining the necessary documentation needed for the application process.
- Should have the ability to meet multiple stakeholders, prospects of students and convert prospective calls by meeting deadlines.
- One should comfortably work in a fast-paced environment and be comfortable working in a group.
- Support the students throughout the admission process by answering the queries and helping them to complete the required documents.
- Should be self-motivated and a good team player, have a positive attitude and have excellent time-management skills.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **05th May 2022**.